



**VILLAGE OF SAYWARD  
REGULAR COUNCIL MEETING AGENDA  
DECEMBER 5, 2023 - 7:00 PM  
COUNCIL CHAMBERS**

*The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded territory of the K'ómoks First Nation, the traditional keepers of this land.*

**1. Call to Order**

**2. Public Input (Maximum of 2 minutes per speaker, 15 minutes total)**

**Mayor:** "Public input is for the purpose of permitting people in the gallery to provide feedback and shall be no longer than 15 minutes unless approved by majority vote of Council; each speaker may provide respectful comment on any topic they deem appropriate and not necessarily on the topics on the agenda of the meeting. Each speaker may not speak for longer than 2 minutes but may have a second opportunity if time permits. Each speaker must not be allowed to speak regarding a bylaw in respect of which a public hearing has been held. For the record, please state your name and address."

**3. Introduction of Late Items**

**4. Approval of Agenda**

Recommended Resolution:

THAT the agenda for the Regular Meeting of Council for December 5, 2023, be approved.

**5. Minutes of Previous Meetings**

Recommended Resolutions:

THAT the minutes from the Regular Council meeting held on October 3, 2023, be adopted.

THAT the minutes from the Regular Council meeting held on October 24, 2023, be adopted.

THAT the minutes from the Regular Council meeting held on November 7, 2023, be adopted.

**6. Petitions and Delegations - None**

**7. Correspondence**

- a) Letter from Alex Turner – Proposal for Evening Workshop to discuss governance/service delivery options
- b) Michele Babchuk, MLA RE Happy Halloween - October Update
- c) UBCM, Approval Letter RE Village of Sayward 2023/24 Community to Community Program Application

- d) AVICC, 2024 Resolutions Notice Request for Submissions
- e) AVICC, 2024 Call for Nominations for AVICC Executive
- f) AVICC, Call for Session Submissions
- g) AVICC, Student Participation Program
- h) AVICC, Climate & Health Community Gathering

Recommended Resolution:

THAT correspondence a) to h) be received.

**8. Council Reports**

- a) **Verbal Report: Strathcona Garden Expansion – Councillor Burchett**

Recommended Resolution:

None

- b) **Strathcona Garden Expansion discussion – Councillor Burchett**

Recommended Resolution:

None

**9. Reports of Committees - None**

**10. Mayor's Report**

- a) **Request for Support from Ministry of Municipal Affairs**

Recommended Resolution:

THAT the Village of Sayward Council unanimously support a request for governance assistance from the Ministry of Municipal Affairs.

- b) **Verbal – December 15, 2023 Truck Parade**

Recommended Resolution:

THAT the Village of Sayward Council allocate \$1,000 to the 2023 Truck Parade, and that the funds be sourced from the Growing Communities Fund; and,

THAT the 2023-2027 Financial Plan be amended accordingly.

**11. Unfinished Business - None**

**12. Staff Reports**

- a) **Fire Protections Services Agreement – Keir Gervais, CAO**

Recommended Resolutions:

THAT Council receives and discusses Fire Protection Services Agreement Staff Report; and,

THAT Council direct staff to further investigate the concept of a sub-regional service model for fire protection through the SRD for the Village of Sayward and Sayward Valley Area A; and

THAT a further report be prepared for the Council's consideration on December 19, 2023.

**b) Community to Community Forum with We Wai Kai First Nation and Wei Wai Kum First Nation – Keir Gervais, CAO**

Recommended Resolutions:

THAT Council receives the Community to Community Forum with We Wai Kai First Nation and Wei Wai Kum First Nation report for discussion,

THAT Council inform staff which of the proposed *forum* event dates it will attend; and,

THAT Council direct staff to schedule the *forum* events with We Wai Kai First Nation and Wei Wai Kum First Nation.

**c) Regular Council Meeting Schedule – Keir Gervais, CAO**

Recommended Resolution:

THAT Council approves the attached 2024 Regular Council Meeting Schedule as presented noting that the July, August and September meetings are varied from Council Procedure Bylaw No. 416, 2015.

**d) CAO Update - Verbal - Keir Gervais, CAO**

Recommended Resolution:

THAT Council receive the CAO Update – Verbal report for information and discussion.

**13. Emergency Services/Public Works/Recreation Department Reports**

**a) Kelsey Recreation Centre Report October 2023 - Michelle Davis, Recreation Manager**

Recommended Resolution:

THAT Council receive the Kelsey Recreation Centre October 2023 staff report for information and discussion.

**14. Bylaws - None**

**15. New Business - None**

**16. Public Question Period (maximum 15 minutes)**

**Mayor:** “The purpose of the public question period is to enable citizens to ask questions of Council about issues that are important to the citizen asking the question. Speakers are asked to limit their questions to one each and, if time permits after everyone has had an opportunity to ask questions, speakers may ask a second question. Citizens will be asked to state their name and address.”

## 17. In Camera

### Recommended Resolution:

THAT in accordance with Section 92 of the *Community Charter*, this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in accordance with the following sections of the *Community Charter*:

- Section 90(1)(c) labor relations or other employee relations,
- Section 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- Section 90(1)(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment,
- Section 90(1)(g) Litigation or potential litigation impacting the local government; and,
- Section 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

## 18. Adjournment



**VILLAGE OF SAYWARD  
REGULAR COUNCIL MEETING MINUTES  
OCTOBER 3, 2023 - 7:00 PM  
COUNCIL CHAMBERS**

*The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded territory of the K'ómoks First Nation, the traditional keepers of this land.*

**Present:** Mayor Mark Baker  
Councillor Scott Burchett  
Councillor Kohen Gilkin  
Councillor Sue Poulsen  
Councillor Tom Tinsley

**In Attendance:** Keir Gervais, CAO/Recording Secretary  
Jennifer Redshaw, Finance/Admin Clerk  
Melissa Holmes, Finance/Admin Clerk

**1. Call to Order**

The meeting was called to order at 7:04 pm.

**2. Public Input**

- a) Lorna Agnew of 754 Sayward Road: What is happening with the speed limit on Sayward Road? *CAO indicated he has not yet had the opportunity to follow-up with the Ministry of Transportation and Infrastructure.*
- b) Lorna Agnew of 754 Sayward Road: Asked for an update regarding staff's research into the past zoning changes around 754 Sayward Road. *CAO indicated that Village staff have and continue to research the issues brought forward.*

**3. Introduction of Late Items**

- a) Letter from CAO Gervais requested Staff Report 12. h) be moved to the October 17, 2023 meeting.

**4. Approval of Agenda**

**MOTION R23/254  
MOVED AND SECONDED**

THAT the agenda for the Regular Meeting of Council for October 3, 2023, be approved as amended.

**CARRIED**

**5. Minutes of Previous Meetings**

**MOTION R23/255**

**MOVED AND SECONDED**

THAT the minutes from the Regular Council meeting held on September 5, 2023, be adopted.

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED**

**MOTION R23/256**

**MOVED AND SECONDED**

THAT the minutes from the Special Council meeting held on September 12, 2023, be adopted as amended.

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED**

**6. Petitions and Delegations - None**

**7. Correspondence**

- a) Letter from UBCM RE: 2023 Next Generation 911 Funding
- b) Letter from UBCM RE: Complete Communities Funding – *Land Use and Infrastructure Analysis for Zoning Modernization project*
- c) Letter from Sayward Futures Society RE: Letter of Support Request
- d) Letter from Sayward Futures Society RE: Request for Continued Use – Kelsey Centre
- e) Community Share Shed Report- August 2023
- f) Letter from Sayward School Parent Advisory Committee RE: 49<sup>th</sup> Annual Giant Stocking Raffle
- g) Letter from Milena Gradisar of Sayward RE: Loose Dog Issue

**MOTION R23/257**

**MOVED AND SECONDED**

THAT correspondence a), b), e) and f) be received.

**CARRIED**

**MOTION R23/258**

**MOVED AND SECONDED**

THAT correspondence c) be received; and,

THAT the Village of Sayward recognizes the importance of Kelsey Bay Wharf and fully supports Sayward Futures Society in its endeavor to secure funding and resources to ensure that the Kelsey Bay Wharf remains open to the public as well as commercial traffic; and,

THAT the Village of Sayward provide a Letter of Support to Sayward Futures Society at the earliest convenience so that it may be used to secure possible provincial and/or federal funding, realizing time is of the essence.

**CARRIED**

**MOTION R23/259  
MOVED AND SECONDED**

THAT correspondence d) be received; and,

THAT Council approve continued use of the Kelsey Center for the remainder of the 2023 season (3 more evenings) at no cost and grant approval for the same arrangement (12 evenings) for the 2024 season; and,

THAT staff notify the organizer of Council's decision as soon as possible.

**CARRIED**

**MOTION R23/260  
MOVED AND SECONDED**

THAT correspondence g) be received.

**CARRIED**

**8. Council Reports – None**

**9. Reports of Committees – None**

**10. Mayor's Report – None**

**11. Unfinished Business**

**MOTION R23/261  
MOVED AND SECONDED**

a) BC Epilepsy Society 2024 Proclamation (returned from Sept 5, 2023 meeting)

Recommended Resolutions:

WHEREAS Purple Day is celebrated on March 26 annually, during Epilepsy Awareness Month, to increase the knowledge and understanding of epilepsy in the community;

AND WHEREAS Purple Day was founded in 2008 by Cassidy Megan, a nine-year-old girl from Nova Scotia, who wanted people living with epilepsy that they were not alone;

AND WHEREAS On Purple Day, people in communities around the world are encouraged to wear purple and host events in support of epilepsy awareness;

AND WHEREAS There are over 50,000 people in British Columbia, over 380,000 people in Canada and over 65 Million people worldwide living with epilepsy;

AND WHEREAS The onset of epilepsy can occur at any stage of life and does not discriminate against age, gender, race, ethnicity, religion, socioeconomic status, geographic location, or sexual orientation;

AND WHEREAS Purple Day can improve the quality of life of people living with epilepsy, create a society that embraces the beauty of difference and help us understand how we can all come together to make the world a better place:

NOW THEREFORE I, **Mayor Baker**, DO HEREBY PROCLAIM Tuesday March 26<sup>th</sup>, 2024 as "PURPLE DAY" in the **Village of Sayward**.

**CARRIED**

**12. Staff Reports**

- a) **Application to Rezone 18 Sayward Rd (Adama Developments) – Kevin Brooks, Planner**

**MOTION R23/262  
MOVED AND SECONDED**

THAT Council give proposed zoning amendment bylaw No. 504 first and second reading;  
and,

THAT Council direct staff to report back to Council with the proposed CAC for Council  
consideration prior Public Hearing.

**CARRIED**

- b) **Grant in Aid Request – Secret Santa Committee – Lisa Clark, CFO/CO**

**MOTION R23/263  
MOVED AND SECONDED**

THAT Council receives the Grant in Aid Request – Secret Santa Committee staff report for  
information and discussion.

**CARRIED**

**MOTION R23/264  
MOVED AND SECONDED**

THAT the grant in aid of \$500 requested by the Secret Santa Committee in their  
application dated September 11, 2023 be approved.

**CARRIED**

- c) **Verbal Updates - Keir Gervais, CAO**

**MOTION R23/265  
MOVED AND SECONDED**

- a. **2023 UBCM Convention**

The Mayor declared a recess at 8:06 pm and the meeting reconvened at 8:31 pm.

- d) **Economic Development Coordinator**

THAT Council received the CAO's verbal updates for information.

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED**

**13. Emergency Services/Public Works/Recreation Department Reports**

**14. Bylaws**

- a) **Permissive Tax Exemption Bylaw No. 503, 2023**

**MOTION R23/266**



**MOVED AND SECONDED**

THAT Permissive Tax Exemption Bylaw No. 503, 2023 be given first, second and third reading.

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED**

**b) Zoning Amendment Bylaw No. 504, 2023**

**MOTION R23/267**

**MOVED AND SECONDED**

THAT Zoning Amendment Bylaw No. 504, 2023 be given first and second reading.

**CARRIED**

**15. New Business – None**

**16. Public Question Period**

- a) Mark Agnew of 754 Sayward Road: Asked for an update regarding staff's research into the past zoning changes around 764 Sayward Road. *Mayor Baker indicated to Mr. Agnew that the CAO reported earlier in the meeting that staff is working on a report. CAO Gervais reiterated that the matter is complicated Village staff have and continue to research the issues brought forward.*
- b) Milena Gradisar of 261 Ambleside Drive: Asked if there is an issue with the microphone used for public question periods, as not everything could be heard during a portion of the question period at the previous Council meeting. *Mayor Baker advised that staff will look into this matter.*
- c) Karen Tinsley of 531 Macmillan Drive: Asked about an update regarding the allowance of backyard chickens; specifically, is the matter being dropped? *CAO Gervais stated that is working on this matter as time permits, and confirmed the matter is not being dropped.*
- d) Mark Agnew of 754 Sayward Road: Suggested the Asked for an update regarding staff's research into the past zoning changes around 764 Sayward Road. *Mayor Baker indicated to Mr. Agnew that the CAO reported earlier in the meeting that staff is working on a report. CAO Gervais reiterated that the matter is complicated Village staff have and continue to research the issues brought forward.*
- e) Lorna Agnew of 754 Sayward Road: Asked what goes on during in-camera meetings. for an update regarding staff's research into the past zoning changes around 764 Sayward Road. *Mayor Baker indicated to Mr. Agnew that the CAO reported earlier in the meeting that staff is working on a report. CAO Gervais reiterated that the matter is complicated Village staff have and continue to research the issues brought forward.*
- f) Lorna Agnew of 754 Sayward Road: Asked why the rezoning application for 18 Sayward Road seems to be receiving more attention versus her inquiries into previous rezoning around 764 Sayward Road. *Mayor Baker indicated that the rezoning application for 18 Sayward Road has been before Council for four years, and that the CAO has already indicated that staff are working on the matters related to previous rezoning around 764 Sayward Road.*

- f) Milena Gradisar of 261 Ambleside Drive: Asked about what would happen if there was an accident or fatality at the parking area at the head of Kelly’s Trail. *Mayor Baker explained that the property where the parking area is owned by Nature’s Trust.*
- g) Steve Ralph of 1664 Sayward Road: Asked if there is a bullying issue within Council and if Council is going to deal with it? *The Mayor stated that in-camera business cannot be discussed publicly, and that the public will know the facts when Council rises and reports.*
- h) Karren McClinton 281 Ambleside Drive: Asked for clarity about the procedure for public question period. *Mayor Baker explained the Council Procedure Bylaw.*
- g) Milena Gradisar of 261 Ambleside Drive: Asked for an update about staff’s response to the complaint about the loose dogs. CAO Gervais indicated he would follow-up with Ms. Gradisar the following day.

**17. In Camera**

**MOTION R23/268**

**MOVED AND SECONDED**

THAT in accordance with Section 92 of the *Community Charter*, this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in accordance with the following sections of the *Community Charter*:

- Section 90(1)(c) labor relations or other employee relations; and,

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED**

**18. Adjournment**

**MOTION R23/269**

**MOVED AND SECONDED**

THAT the Regular Meeting of Council for October 3, 2023 be adjourned.

**Opposed Cllr Burchett, Cllr Poulsen**

**CARRIED**

**The meeting was adjourned at 10:39 pm.**

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**Mayor**

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**Corporate Officer**



**VILLAGE OF SAYWARD  
SPECIAL COUNCIL MEETING MINUTES  
OCTOBER 24, 2023  
COUNCIL CHAMBERS**

*The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded territory of the K'ómoks First Nation, the traditional keepers of this land.*

**Present:** Mayor Mark Baker  
Councillor Scott Burchett  
Councillor Kohen Gilkin  
Councillor Sue Poulsen  
Councillor Tom Tinsley

**In Attendance:** Keir Gervais, CAO

**1. Call to Order**

Meeting was called to order at 7:00pm

**2. Public Input**

a) Jackie Lyons of 291 Ambleside Dr.: Asked Mayor Baker if Village funds/taxpayer money is being used for a law case he has against John France. *Mayor Baker stated 'no'.*

**3. Introduction of Late Items**

a) CAO Gervais requested the letter from Sayward Community Food Table RE request for letter of support be added to the agenda – added as 7. a).

**MOTION S23/17**

**MOVED AND SECONDED**

THAT the letter from Sayward Community Food Table RE request for letter of support be added to the agenda – added as 7. a).

**CARRIED**

**MOTION S23/18**

**MOVED AND SECONDED**

b) CAO Gervais requested the staff Memo RE Meeting Procedure Error October 17, 2023 be added to the agenda – added as 15. a).

**Opposed Cllr Burchett**

**CARRIED**

**4. Approval of Agenda**

**MOTION S23/19**

**MOVED AND SECONDED**

THAT the agenda for the Special Meeting of Council for October 24, 2023, be approved as amended.

**Opposed Cllr Burchett**

**CARRIED**

**5. Minutes of Previous Meetings - None**

**6. Petitions and Delegation - None**

**7. Correspondence**

a) Letter from UBCM RE: 2023 Next Generation 911 Funding.

**MOTION S23/20**

**MOVED AND SECONDED**

THAT correspondence a) be received; and,

THAT Council direct staff to write a letter on behalf of the Village of Sayward in support of the Sayward Community Food Table's grant application.

**8. Council Reports**

a) **Request for staff to engage with Natures Trust staff RE parking at Kelly's Trail – Councillor Poulsen**

**MOTION S23/21**

**MOVED AND SECONDED**

THAT Council direct staff to engage with Natures Trust staff RE parking at Kelly's Trail as soon as possible.

**9. Reports of Committees - None**

**10. Mayor's Report - None**

**11. Unfinished Business - None**

**12. Staff Reports**

a) **Heat Pump Replacement - Sayward RCMP Detachment – Keir Gervais, CAO**

**MOTION S23/22**

**MOVED AND SECONDED**

THAT Council authorize the CAO to purchase a replacement heat pump for the RCMP detachment at 610 Kelsey Way up \$16,427.72

THAT staff be directed to report back to Council at the November 21, 2023 regular Council meeting with funding options for the heat pump replacement for Council's consideration

**CARRIED**

**b) Consideration of Backyard Chickens (Hens) – Keir Gervais, CAO**

**MOTION S23/23**

**MOVED AND SECONDED**

THAT Council receive the Backyard Chickens staff report for information and discussion.

**CARRIED**

**MOTION S23/24**

**MOVED AND SECONDED**

THAT Council direct staff to research possible issues with animal to animal and animal to human conflict and report findings to Council in January.

**CARRIED**

**c) Request to Cancel the November 7, 2023 regular Council Meeting – Keir Gervais, CAO**

**MOTION S23/25**

**MOVED AND SECONDED**

THAT Council receive the Request to Cancel the November 7, 2023 regular Council Meeting staff report; and

THAT Council approve the cancellation of the November 7, 2023 regular Council meeting, and direct staff to advertise accordingly.

**Opposed Cllr Burchett Cllr Poulsen**

**CARRIED**

**a) Permissive Tax Exemption Bylaw No. 503, 2023 – Keir Gervais, CAO**

**MOTION S23/26**

**MOVED AND SECONDED**

THAT Permissive Tax Exemption Bylaw No. 503, 2023 be given fourth and final reading.

**Opposed Cllr Burchett**

**CARRIED**

**13. Emergency Services/Public Works/Recreation Department Reports - None**

**14. Bylaws**

**a) Permissive Tax Exemption Bylaw No. 503, 2023 – Keir Gervais, CAO**

**MOTION S23/27**

**MOVED AND SECONDED**

THAT Permissive Tax Exemption Bylaw No. 503, 2023 be given fourth and final reading.

**CARRIED**

**15. New Business**

**a) Meeting Procedure Error October 17, 2023 Memo – Keir Gervais, CAO**

**MOTION S23/28**

**MOVED AND SECONDED**

THAT Council receive the Meeting Procedure Error October 17, 2023 Memo for information.

**Opposed Cllr Burchett**

**CARRIED**

**16. Public Question Period**

- a) Jackie Lyons of 291 Ambleside Dr.: *Expressed her opposition to backyard chickens, noting issues in the Village with cats and dogs, messy back yards and unsightly premises and the lack of readily available bylaw enforcement.*
- b) Bill Ives of 121 Seaview St.: *Provided information about previous efforts to engage The Nature Trust of BC regarding parking in the area of Kelly's Trail. Mr. Ives stated that when staff begin becoming familiar with the area they will learn the current parking area is not The Nature Trust of BC's.*

**17. In Camera**

**MOTION S23/29**

**MOVED AND SECONDED**

THAT in accordance with Section 92 of the *Community Charter*, this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in accordance with the following sections of the *Community Charter*:

- Section 90(1)(c) labor relations or other employee relations; and
- Section 90(1)(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.
- Section 90(1)(g) Litigation or potential litigation impacting the local government
- Section 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**CARRIED**

**The meeting was adjourned at 9:57 PM**

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**Mayor**

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**Corporate Officer**



**VILLAGE OF SAYWARD  
SPECIAL COUNCIL MEETING MINUTES  
NOVEMBER 7, 2023  
COUNCIL CHAMBERS**

*The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded territory of the K'ómoks First Nation, the traditional keepers of this land.*

**Present:** Mayor Mark Baker  
Councillor Scott Burchett  
Councillor Kohen Gilkin  
Councillor Sue Poulsen  
Councillor Tom Tinsley

**In Attendance:** Keir Gervais, CAO

**1. Call to Order**

Meeting was called to order at 7:00pm

**2. Introduction of Late Items - None**

**3. Approval of Agenda**

**MOTION S23/30**

**MOVED AND SECONDED**

THAT the agenda for the Special Meeting of Council for November 7, 2023, be approved as amended.

**Opposed Cllr Burchett**

**CARRIED**

**4. Minutes of Previous Meetings - None**

**5. Petitions and Delegation - None**

**6. Correspondence - None**

**7. Council Reports - None**

**8. Reports of Committees - None**

**9. Mayor's Report - None**

**10. Unfinished Business - None**

**11. Staff Reports - None**

**12. Emergency Services/Public Works/Recreation Department Reports - None**

**13. Bylaws - None**

**14. New Business - None**

**15. Public Question Period - None**

**16. In Camera**

**MOTION S23/31**

**MOVED AND SECONDED**

THAT in accordance with Section 92 of the *Community Charter*, this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in accordance with the following sections of the *Community Charter*:

- 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee, or agent of the municipality.

**Opposed Cllr Burchett**

**CARRIED**

**17. Adjournment**

**The meeting was adjourned at 7:49 PM**

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**Mayor**

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**Corporate Officer**



1727 Sayward Road,  
Sayward, B.C.  
November 1, 2023

Mayor and Council  
Village of Sayward, B.C,

Dear Mayor and Council:

There has recently been some public discussion regarding a possible disincorporation of the Village of Sayward. There are some who believe that there would be savings to the taxpayer by eliminating the local administrative center. Others are concerned with a possible loss of authority over local services like the Kelsey Centre. This is a topic that deserves well considered and well informed public consideration.

I would propose a one evening workshop process that would include the following elements:

***Panel Presentation***

Each of the members of the panel would present information based on their experience and expertise, (Each presentation 5 -8 minutes)

A staff representative from the S.R.D, (Tom Yates, the corporate officer at the S.R.D. Is well informed)

A representative of a Water Improvement District (Union Bay has a W.I.D.)

A representative from Municipal Affairs, Province of B.C. Village of Sayward C.A.O.

An experienced present or retired S.R.D, elected representative

***Breakout Group Discussions***

The main objective of the small group discussions is to develop further questions to be addressed to the panelists for the final panel discussion.

***Refreshment Break***

The refreshment break will provide an opportunity for informal discussion. During the break the facilitators will organize the questions for presentation to the panel.

***Panel Answers Questions***

The panelists respond and possibly debate responses to the questions. The moderator may allow clarifying questions to the panelists from the audience but will discourage argumentative statements.

Yours truly, Alex Turner



## Keir Gervais

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**From:** Michele Babchuk, MLA <michele.babchuk.mla@leg.bc.ca>  
**Sent:** October 31, 2023 7:45 AM  
**To:** Keir Gervais  
**Subject:** Happy Halloween - October Update

[View this email in your browser](#)



Happy Halloween! I hope you all have a safe and fun evening tonight. If you are out and about this evening please remember to drive slow and watch out for trick-or-treaters!

This month our government announced several significant pieces of legislation, including restricting some short term rentals to create more long term homes for British Columbians, and an updated and streamlined process for transferring foreign earned credentials to BC.

November is another a busy month in the legislature and I am always working hard to advocate for North Islanders when I am in Victoria.

### NEW DEMOCRAT GOVERNMENT HIGHLIGHTS

- [Legislation introduced to rein in short-term rentals, deliver more homes for people](#)
- [Vancouver will host global mass-timber conference in 2025](#)
- [Province, City of Kelowna work together to address homelessness](#)
- [New fund aims to increase productivity in construction sector](#)



This month the Tlowitsis, We Wai Kai, Wei Wai Kum and K'ómoks First Nations, and Western Forest Products Inc. have reached an agreement for the Nations to acquire a 34% interest from Western in a newly formed limited partnership for \$35.9 million.

The Province of British Columbia helped to facilitate the partnership through Incremental Treaty Agreements with the Nations, all of whom are in Stage 5 of the British Columbia Treaty Process.

The partnership will consist of certain assets and liabilities of Western's Mid Island Forest Operation, including Block 2 of Tree Farm Licence 39. The operations of the new partnership will cover approximately 157,000 hectares of forest land in the territories of the Nations near the communities of Campbell River and Sayward on eastern Vancouver Island. The partnership will manage an allowable annual cut of 904,540 cubic metres of timber, and includes a long-term fibre agreement to support Western's British Columbia coastal manufacturing operations.

So many residents living in the northern Vancouver Island region depend on a strong forestry industry and it takes innovative partnerships like this to strengthen its foundation. Tlowitsis, We Wai Kai, Wei Wai Kum, K'ómoks Nations and Western Forest Products

## MOU Between Nanawakolas and Vancouver Island University



This month an agreement was signed by Nanwakolas Council and Vancouver Island University (VIU). This agreement will provide new Indigenous Guardians with the skills they need to protect the fragile lands and waters of Vancouver Island and the central BC coast. The Ministry of Post-Secondary Education and Future Skills will provide 1.1 million in funding for this new program from the Indigenous Skills Training and Education Program.

Indigenous Guardians play a vital role in emergency first response and protecting fragile BC ecosystems from harmful human activity and the increasingly serious effects of climate change. The agreement and funding will support an intensive VIU Stewardship Technician Training Program (STTP) to train new Guardians. The program begins in Campbell River in October.

This is a very exciting program to have offered in our region, and I am looking forward to see how this program will develop into the future.

You can learn more about the program here: [Province, First Nations and VIU announce new funding and training for Indigenous guardians protecting coastal lands and waters | News | Vancouver Island University | Canada](#)





**Making it easier for more workers trained outside Canada to work in BC**



We are working to make it easier for people who are trained outside of BC, to transfer their skills and positions inside BC. This will help employers reduce job shortages, and make life better for workers.

We are focusing on 29 skilled professions, including: social workers, veterinarians, teachers, medical assistants.

We are streamlining existing requirements, and moving to competency-based testing for certification.

By supporting internationally trained workers, the government can meet current and future needs for in-demand jobs and strengthen BC's Economy.



**Skilled workers trained outside of Canada**

The issues and impacts for people in BC



### North Island Healthcare

Dr. de Bruin and Dr. Boutilier were able to visit the Island Health site that is currently being prepared for the new Port Hardy CT scanner!

We are always working hard to bring essential health care services to the North Island. Thank you to everyone who is advocating for and working in healthcare in our North Island communities.

October 27, 2023

Mayor Mark Baker and Council  
Village of Sayward  
652 H'Kusam Way  
Sayward, BC V0P 1R0

Reference: LGPS-10031

**RE: 2023/24 (Fall) C2C Program – Approval Agreement & Terms of Conditions of Funding**

Dear Mayor Baker and Council,

Thank you for submitting an application, dated August 31, 2023, for the September intake of the 2023/24 Regional Community to Community grant program.

I am pleased to inform you that the Evaluation Committee has approved funding for your C2C forum(s) and/or agreements/bylaws in the amount of \$10,000.00.

As outlined in the Program & Application Guide, an initial payment in the amount of \$5,000.00 or fifty per cent (50%) of the total approved grant will follow by electronic funds transfer after the signed Approval Agreement has been returned to UBCM. The remainder of the grant will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

The provincial Ministry of Municipal Affairs along with Indigenous Services Canada have provided funding for this program and the general Terms & Conditions are attached. In order to satisfy the terms of the contribution agreement, we have the following requirements:

- (1) This approval agreement is required to be signed by the CAO or designate and returned to UBCM no later than November 27, 2023;
- (2) The funding is to be used solely for the approved C2C forum(s), and/or agreements/bylaws, and for the expenses itemized in your approved application and budget;
- (3) All expenditures must meet eligibility requirements as defined in the Program & Application Guide;
- (4) It is expected that in-person meetings meet public health guidance;
- (5) The forum(s) and/or agreements/bylaws must include participation by elected officials and/or senior staff from both the local government and First Nation;

*The Regional Community to Community Forum program is administered with the First Nations Summit and is funded by the Province of BC and the Government of Canada.*

- (6) All forum(s) and/or agreements/bylaws activities must be completed within one year and no later than October 27, 2023;
- (7) The Final Report Form is required to be submitted to UBCM within 30 days of the project end date and no later than November 27, 2023;
- (8) Any unused funds must be returned to UBCM within 30 days following the C2C forum(s) and/or bylaws/agreements completion.

Please note that descriptive information regarding successful applicants may be posted on the UBCM, provincial and/or federal government websites, and all final report materials may be made available to the provincial and/or federal governments.

On behalf of the Evaluation Committee, I would like to congratulate you for responding to this opportunity to strengthen relationships between neighbouring First Nations and local governments.

If you have any questions, please contact Local Government Program Services at [lgps@ubcm.ca](mailto:lgps@ubcm.ca).

Sincerely,



Lynsay Pacey  
 Program Officer, Local Government Program Services

cc: Keir Gervais, CAO

Reference: LGPS-10031

**Approval Agreement** (to be signed by the CAO or designate)

I, \_\_\_\_\_, authorized designate of the Village of Sayward, have read and agree to the general Terms & Conditions and the requirements for funding under the 2023/24 Regional Community to Community Forum program.

\_\_\_\_\_  
 Signature & Title

\_\_\_\_\_  
 Date

*Please return an electronic copy of this signed Approval Agreement Attention of the Program Administrator to [lgps@ubcm.ca](mailto:lgps@ubcm.ca).*



## 2024 AGM & CONVENTION

# RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2024 AGM and Convention that, subject to public health order restrictions, will be held in Victoria at the Victoria Conference Centre as an in-person event from April 12-14, 2024.

Members are asked to submit resolutions that meet the requirements outlined in the following pages.

### DEADLINE FOR RESOLUTIONS

AVICC must receive all resolutions by: **4:30 pm, Thursday, February 7, 2024**

### IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send a copy of the resolution as a **word document** by email to [info@avicc.ca](mailto:info@avicc.ca) by the deadline. AVICC staff will confirm receipt of the submission via email. If confirmation is not received within 3 business days, the resolution sponsor should follow up by phone at 236-237-1202. A mailed hard copy of the resolution is no longer required.

AVICC's goal is to have resolutions that can be clearly understood and that have specific actions. If a resolution is endorsed, its "therefore clause" will form the basis for advocacy work with other levels of government and agencies. Detailed guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments and must have been endorsed by the Board or Council.
- Members are responsible for submitting accurate resolutions. AVICC recommends that local government staff assist in drafting the resolutions, in checking the accuracy of legislative references, and be able to answer questions from AVICC & UBCM about each resolution. If necessary, please contact AVICC staff for assistance in drafting the resolution.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a **single** resolution. Each resolution submitted must have a separate backgrounder; do not combine backgrounders into a single document. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to speak to their resolutions at the Convention.
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.
- The resolution must have at least one "whereas" clause and should not contain more than two "whereas" clauses. Each whereas clause must have only **one sentence**.



## **LATE AND OFF THE FLOOR RESOLUTIONS**

- a. A resolution submitted after the regular deadline is treated as a "Late Resolution". Late Resolutions must be received by AVICC by noon on **Wednesday, April 10th, 2024**.
- b. Late Resolutions are not included in the Resolutions Package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- c. The Resolutions Committee only recommends Late Resolutions for debate if the topic was not known prior to the regular deadline date, or if it is emergency in nature.
- d. Off the Floor Resolutions are considered after all resolutions in the Resolutions Book and all Late Resolutions have been considered. Off the Floor Resolutions must be submitted in writing to the Chair of the Resolutions Session as soon as practicable, and copies must be made available to all delegates no later than 9:00am on Sunday morning. Contact AVICC staff for more information about how to organize an Off the Floor Resolution for consideration.
- e. The full Convention Rules, including detailed information about the process for Late and Off the Floor Resolutions, will be published and distributed to members in advance of the Convention.

## **AVICC RESOLUTIONS PROCEDURES**

UBCM urges members to submit resolutions to their Area Association for consideration. Resolutions endorsed at the AVICC annual meeting, except those that are considered to be regional in nature by UBCM (see below) are submitted automatically to UBCM for consideration.

A resolution deemed by UBCM to be specific to the AVICC region is considered a Regional Resolution and will not be automatically submitted to UBCM for consideration at the UBCM annual meeting, and instead will remain with AVICC, where it may be actioned.

UBCM has observed that submitting resolutions first to an Area Association results in better quality resolutions overall. Local governments may submit Council- or Board-endorsed resolutions directly to UBCM prior to June 15<sup>th</sup>, 2024. Detailed instructions are available on the UBCM website.

### **RESOLUTIONS PROCESS**

1. Members submit resolutions to AVICC for debate. All resolutions submitted to AVICC are forwarded to UBCM staff for analysis, comment, and recommendations.
2. For some resolutions, which focus on issues specific to the AVICC region, UBCM will indicate that they are considered a Regional Resolution and that it won't be admitted to UBCM for debate should it be endorsed. AVICC will work with local governments to address issues identified by UBCM staff to ensure the resolution reflects the intention of the local government.

3. The AVICC Resolutions Committee reviews and finalizes the recommendations, and the Resolutions Book is published and sent to members in advance of the annual meeting.
4. AVICC conveys any Regional Resolutions endorsed at their annual meeting to the appropriate level of government, or takes other action as determined by the AVICC Executive.
5. AVICC submits all other resolutions endorsed at its Convention to UBCM.
6. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
7. Resolutions endorsed at the UBCM Convention are submitted by UBCM to the appropriate level of government for response.
8. UBCM will forward the response to the resolution sponsor for review.

## **AVICC & UBCM RESOLUTIONS GUIDELINES**

### **The Construction of a Resolution:**

All resolutions contain a preamble – the whereas clause(s) – and an enactment clause. The preamble describes **the issue** and the enactment clause outlines **the action being** requested of AVICC and/or UBCM. A resolution should answer the following three questions:

- a) **What is the problem?**
- b) **What is causing the problem?**
- c) **What is the best way to solve the problem?**

### **Preamble:**

The preamble begins with "WHEREAS" and is a concise sentence about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses.

Only one sentence per WHEREAS clause.

### **Enactment Clause:**

The enactment clause begins with the phrase "Therefore be it resolved" and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. **The enactment should propose a specific action by AVICC and/or UBCM.**

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

## HOW TO DRAFT A RESOLUTION

### **1. Address one specific subject in the text of the resolution.**

Because your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit.

### **2. For resolutions to be debated at UBCM, focus on issues that are province-wide.**

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts. Local governments are welcome to submit resolutions that address issues specific to the AVICC region. A resolution that addresses a topic specific to the AVICC region may not be entered for debate during the UBCM Convention but may be actioned by the AVICC Executive if endorsed.

### **3. Use simple, action-oriented language.**

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution. Resolutions that are unclear or that address multiple topics may end up with amendments at the Convention.

### **4. Check legislative references for accuracy.**

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the *Act* or regulation.

### **5. Provide factual background information.**

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the intent of the resolution is fully understood for the purpose of debate and UBCM can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate background** that is a maximum of 3 pages and specific to a single resolution. Do not submit a single background relating to multiple resolutions. The background may include links to other information sources and reports.

Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted.

### **6. Construct a brief, descriptive title.**

A title identifies the intent of the resolution. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

## TEMPLATE FOR A RESOLUTION

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >> ;

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?>> :*

Therefore be it resolved that AVICC & UBCM << *specify here the action(s) that AVICC & UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses* >>.

*If absolutely necessary, there can be a second enactment clause (the “therefore” clause that specifies the action requested) with the following format:*

And be it further resolved that << *specify any additional actions needed to address the problem identified in the whereas clauses* >>.



## 2024 AGM & CONVENTION

### CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC members elect directors to the Executive Committee at the AGM. The Executive Committee ensures that the policies set by the general membership are carried forward, and provides direction for the Association between annual meetings. This circular is notice of the AVICC Executive Committee positions open for nomination, and the procedures for nomination.

#### 1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

#### 2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

Candidates must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC member. Background information on the key responsibilities and commitments of an AVICC Executive member is provided following the nomination form. The Chair of the 2024 Nominating Committee is Past President Ian Morrison.

#### 3. NEXT STEPS

The Nominating Committee will review the credentials of each candidate for eligibility. A Report on Nominations including a photo and biography will be prepared under the direction of the Nominating Committee, and distributed prior to the Convention.

**To be included in the Report on Nominations,  
Nominations Must Be Received by 4:30 PM, Thursday, February 7, 2024**

#### 4. AT CONVENTION

Candidates may also be nominated at the Convention from the floor. Candidates and their two nominators must be elected officials of an AVICC member.

#### 5. SUBMISSION INFORMATION

All submissions should be forwarded to:

**Past President Ian Morrison, Chair, 2024 Nominating Committee**  
c/o AVICC  
P.O. Box 28058  
Victoria, BC V9B 6K8  
Phone: (236) 237-1202  
email: [info@avicc.ca](mailto:info@avicc.ca)

# NOMINATIONS FOR THE 2024-25 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate<sup>1</sup> a candidate and we nominate:

Candidate Name: \_\_\_\_\_

Local Government Position (Mayor/Councillor/Director): \_\_\_\_\_

Local Government Represented: \_\_\_\_\_

**AVICC Executive Office** Nominated For: \_\_\_\_\_

## MEMBERS NOMINATING THE CANDIDATE:

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Muni/RD: \_\_\_\_\_ Muni/RD: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

## CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the AVICC Bylaws and Constitution<sup>2</sup>. I also agree to provide the following information to [info@avicc.ca](mailto:info@avicc.ca) by **4:30 PM, Thursday February 7, 2024**:

- Photo in digital format
- Biographical information of approximately 300 words that may be edited by AVICC

Printed Name: \_\_\_\_\_

Current Position: \_\_\_\_\_

Muni/RD/FN: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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<sup>1</sup> Nominations require two elected officials of local governments that are members of the Association.

<sup>2</sup> All nominees must be an elected official of an AVICC member. Nominees for the position of Electoral Area Representative must be an Electoral Area Director.

**Return To: Past President Ian Morrison, Chair, Nominating Committee,  
c/o AVICC, P.O. Box 20858, Victoria, BC V9B 6K8  
or via email to [info@avicc.ca](mailto:info@avicc.ca)**





## BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

### **AVICC EXECUTIVE ELECTED POSITIONS**

The [AVICC Bylaws](#)<sup>1</sup> include detailed information about the AVICC Executive elections, positions, and roles. The AVICC elected positions and responsibilities of each are as follows:

#### **PRESIDENT**

- Acts as Meeting Chair;
- Participates in discussion, provides and votes on motions;
- Approves communications, meeting agendas, and financial transactions;
- Represents AVICC at external meetings and reports back to the AVICC Executive;
- Provides staff oversight;
- Handles all media relations;
- Hosts the AVICC luncheon at the UBCM Convention;
- Oversees the planning of the AVICC AGM & Convention; and
- Other functions as assigned by the AVICC Executive Committee.

#### **FIRST VICE-PRESIDENT and SECOND VICE-PRESIDENT**

- Acts as Meeting Chair if the President is absent from the meeting;
- Acts in the role of President in their absence;
- Participates in discussion, provides and votes on motions; and
- Other functions as assigned by the AVICC Executive Committee.

#### **DIRECTORS AT LARGE (THREE POSITIONS) AND ELECTORAL AREA DIRECTOR**

- Participates in discussion, provides and votes on motions.

### **IMMEDIATE PAST-PRESIDENT (APPOINTED POSITION)**

The immediate Past-President remains part of the AVICC Executive and acts in an advisory role to the President. The Past-President participates in discussion, provides and votes on motions, and acts as the Chair of the Nominating Committee.

### **EMPLOYEE**

The Association has one full-time permanent staff person, who provides the key administrative and operational functions for the organization, and who reports to the AVICC President on behalf of the AVICC Executive. AVICC's employee also acts as Secretary-Treasurer of the Association.

<sup>1</sup> <https://avicc.ca/wp-content/uploads/2018/10/2018-Bylaws-final-1.pdf>

## **EXECUTIVE MEETINGS**

The full Executive meets in person seven times a year (5 virtual and 2 in-person), following this general pattern:

- June- virtual
- August- virtual
- October- in-person
- December- virtual
- January- virtual
- March- virtual
- Thursday preceding the Annual Convention (afternoon)- in-person

If required, there may be a brief administrative meeting onsite after convention.

Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday. The October in-person meeting is typically held in Nanaimo. Travel expenses and a per diem for meals and incidentals are provided for in-person Executive Meetings (with reimbursement for only the added expenses that would not normally be incurred for attending the annual Convention).





**AVICC 2024 Convention**  
**April 12-14, 2024**  
**Victoria Conference Centre**  
**CALL FOR SESSION SUBMISSIONS**

Thank you for your interest in participating in the 2024 AVICC Convention. It will be held Friday through Sunday, April 12-14, 2024, at the Victoria Conference Centre in downtown Victoria.

To submit a proposal, fill in the information requested below and email this document back as a **word document** to [info@avicc.ca](mailto:info@avicc.ca).

The deadline for submissions is Monday, **December 4, 2023**.

There are limited spots on the program including 45- to 60-minute plenary presentations, 60 minute concurrent workshops on Saturday afternoon, and two to three hour pre-convention workshops and study tours on Friday morning.

Delegates encourage sessions that involve multi-party perspectives (panels) and that are interactive, rather than “talking head” presentations. Topics should be relevant to our members, focusing on the important issues impacting elected officials and their communities.

Title of Session:	
Name of Organization:	
Contact Person Name:	
Phone:	
Address:	
Email:	

<p>Session Description (for review of AVICC Executive Committee. This information will also be used in program materials):</p>	
Proposed Session Length:	
Preferred Time and Day:	
Audio Visual Requirements:	
Travel or other expenses if any:	
# of Proposed Presenters:	
Name - Presenter #1:	
Bio and Organization - Presenter #1:	
Name - Presenter #2:	
Bio and Organization - Presenter #2:	
Name - Presenter #3:	
Bio and Organization - Presenter #3:	

Name - Presenter #4:	
Bio and Organization - Presenter #4:	
Any other Information or requirements:	

Successful applicants must confirm their session description, session title, and final list of presenters with AVICC by January 31<sup>st</sup>, 2024 for inclusion in the brochure and program.

Changes to presenters or failure to meet this deadline may result in the session being cancelled.

Presenters agree to submit all PowerPoint presentations by March 29<sup>th</sup>, 2024.

**I agree to the above conditions and deadlines:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



# 2024 AVICC AGM & Convention

## Student Participation Program

Deadline January 4, 2024

The [Association of Vancouver Island and Coastal Communities](#) (AVICC) is hosting their 2024 AVICC AGM & Convention in Victoria at the Victoria Conference Centre from April 12-14, 2024. The Convention brings together elected officials and staff from 53 local governments on Vancouver Island and in BC coastal communities, provincial representatives, and other local government partners. Our members gather at our annual convention to network, learn, and discuss the issues and policies that are important to our local communities.

The AVICC Executive would like to encourage members to invite interested local secondary or post-secondary students to apply to attend the Convention business sessions in 2024. AVICC will waive the registration fee and reimburse 50% of the travel expenses up to a maximum of \$1000 per successful student applicant.

The sponsoring member local government will be responsible for working with the student to arrange travel and cover additional expenses. AVICC is not responsible for the student throughout the convention, and sponsoring local government members are responsible to ensure that the student has a safe and positive experience, and that the convention code of conduct is upheld.

Planning for the 2024 Convention is currently underway. It will follow the same format as the [2023 AVICC AGM & Convention Program](#) with business sessions taking place as follows:

- Friday, April 12, 2024: 2:00pm-7:30pm (welcome reception included)
- Saturday, April 13, 2024: 7:30am-4:30pm (banquet not included)
- Sunday, April 14, 2024: 7:30am-12:00pm

Light snacks, breakfast on Saturday and Sunday, and lunch on Saturday are included in the complimentary registration. A ticket to the banquet is not included.

By exposing youth to local government, they will be familiarized with it – thereby increasing the likeliness that they participate on more levels with their local government over time. It is important for current local leaders to engage with the youth in their communities to encourage higher civic engagement and ultimately, to increase interest in pursuing a career within local government.

Please complete and submit the attached application form **via email to [info@avicc.ca](mailto:info@avicc.ca) by noon on January 4, 2024.**

The AVICC Executive will be evaluating and approving applications for participation in the 2024 AVICC AGM & Convention student program at their January Executive meeting, and all applicants will be contacted by the end of January regarding the status of their application.

If you have any questions or require further information, please contact Theresa Dennison, AVICC Executive Coordinator, at 236-237-1202 or [tdennison@avicc.ca](mailto:tdennison@avicc.ca).



# 2024 AVICC AGM & Convention

## Student Participation Application

Deadline January 4, 2024

### Member Organization- Sponsor

Organization \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Email \_\_\_\_\_

Contact Phone \_\_\_\_\_

### Student Applicant Information

Student Name \_\_\_\_\_

Student Email \_\_\_\_\_

Student Phone \_\_\_\_\_

Institution/School \_\_\_\_\_

Area of Study/Grade \_\_\_\_\_

Why would you like to attend the 2024 AVICC AGM & Convention?

Provide some examples of ways youth can participate in local government. How do you participate in civic engagement in your community?

The sponsoring AVICC member organization and the student applicant mutually support this application and have read and agree to the guidelines provided with this application.

#### Sponsoring AVICC Member

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Student Applicant

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit applications by January 4, 2024 via email to [info@avicc.ca](mailto:info@avicc.ca)

**Keir Gervais**

---

**From:** Theresa Dennison <tdennison@avicc.ca>  
**Sent:** November 30, 2023 1:39 PM  
**To:** AVICC Info  
**Cc:** Climate & Health Community Gathering  
**Subject:** CORRECTION: Registration Open - Climate Change & Health Community Gathering  
**Attachments:** Climate Change & Health Community Gathering - Save the Date[1].pdf

*Please forward to elected officials, the CAO and Corporate Officer:*

**\*\*Note that there was an error in the communication below - the event is taking place in Nanaimo at the Vancouver Island Conference Centre.\*\***

**From:** Theresa Dennison <tdennison@avicc.ca>  
**Date:** Thursday, November 30, 2023 at 12:14 PM  
**To:** Theresa Dennison <info@avicc.ca>  
**Cc:** Climate & Health Community Gathering <climatehealthgathering@gmail.com>, "Paivi.Abernethy@islandhealth.ca" <Paivi.Abernethy@islandhealth.ca>  
**Subject:** Registration Open - Climate Change & Health Community Gathering

Please see the communication below from Island Health, in partnership with Snuneymuxw First Nation, inviting AVICC members to attend the **Climate Change and Health Community Gathering**, taking place in **Nanaimo, at the Vancouver Island Conference Centre**, Wednesday, January 24th & Thursday, January 25th, 2024. For further information, please email the Climate & Health Community Gathering Planning Team at [climatehealthgathering@gmail.com](mailto:climatehealthgathering@gmail.com).

Association of Vancouver Island and Coastal Communities  
236.237.1202  
[info@avicc.ca](mailto:info@avicc.ca)  
[www.avicc.ca](http://www.avicc.ca)



*The AVICC acknowledges that we are grateful to live, work, and play on the traditional territories of the Coast Salish, Nuu-Chah-Nulth and Kwak-Waka'wakw Peoples*

This email is confidential and may be privileged; it is for the use of the named recipient(s) only. If you are not an intended recipient of this email, please notify the sender immediately and do not copy or disclose its contents to any person or body. Any use of this email by an unintended recipient is prohibited.

.....

Dear AVICC Members,

We respectfully invite you to join us on a collaborative journey to address the pressing need for developing new partnerships, strengthening old partnerships, healing the land and learning together amidst the climate crisis. In partnership with *Snuneymuxw First Nation*, *Island Health* invites you to a **Climate Change and Health Community Gathering** deeply rooted in the connections between climate change and its impacts on the health of people and the environment, including water, soil, air and all communities of the natural world.

Island Health is in the process of developing new programs in Population and Public Health, addressing climate change impacts on health and fostering healthy environments. It has joined forces with *Snuneymuxw First Nation* to learn more about existing climate action, community needs and partnership opportunities in the Island Health service area and *Snuneymuxw* territory, respectively. Because of the recent challenges within the region caused by droughts and flooding, water was chosen as the central theme for this Gathering. The idea is to learn from one another about climate change impacts on health, as well as about past and ongoing projects that help strengthen community climate resilience. We will also explore how we can develop practical solutions together to be better prepared. Topics include but are not limited to water scarcity, seafood safety, food security, ecosystem co-governance and flood prevention, etc.

**Where:** In-person at Vancouver Island Conference Centre (101 Gordon Street, Nanaimo)

**When:** Wednesday, January 24th & Thursday, January 25th, 2024

**Who:** Our target audience includes local governments, First Nations, and Métis communities for Vancouver Island and Coastal Communities served by Island Health. While leaders are welcome, our primary aim is to engage and empower dedicated staff actively working on climate change, health &/or water.

**Cost:** FREE (travel bursaries available if needed)

**How to Register:** Register on [Eventbrite](#) to save your seat and stay updated. Limited space is available, so please register early. We look forward to seeing you there!

#### **Gathering description:**

To create a safe shared space for communities in the Island Health Region to exchange their climate action-related stories, projects, and programs and learn from one another's experiences. To strengthen regional partnerships and collectively enhance health and wellbeing in an inclusive, respectful environment.

This marks an inaugural step in shaping the future of Island Health's Healthy Environments Program, aligning it with local communities' unique needs and priorities.

The Community Gathering serves three primary purposes:

1. Island Health learning from the vibrant communities we serve.
2. Communities coming together to share knowledge and form new partnerships.
3. Communities gaining insights from Island Health regarding the impact of climate on health across Vancouver Island and surrounding Coastal Communities.

We look forward to co-creating a healthier and more sustainable future with you. Save the date as we embark on this important journey.



Island Health & Snuneymuxw  
First Nation invite you to a

## **Climate Change & Health Community Gathering**

for Vancouver Island &  
Coastal Communities  
served by Island Health

# SAVE THE DATE

## JAN 24-25, 2024



REGISTER HERE TO FIND OUT MORE:

[bit.ly/cchcg-2024](https://bit.ly/cchcg-2024)







## MAYOR'S REPORT

**To:** Mayor and Council  
**From:** Mayor Mark Baker  
**Subject:** Request for Support from Ministry of Municipal Affairs  
**Meeting date:** December 5, 2023

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### PURPOSE

The purpose of this report is to request Council's unanimous support for governance assistance from the Ministry of Municipal Affairs.

### RECOMMENDATION

THAT the Village of Sayward Council unanimously support a request for governance assistance from the Ministry of Municipal Affairs.

Respectfully submitted,

---

Mayor Mark Baker



## STAFF REPORT

**For:** Mayor and Council  
**From:** Keir Gervais, CAO  
**Subject:** Fire Protection Services Agreement  
**Meeting date:** December 5, 2023

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### PURPOSE

The purpose of this report is to update Mayor & Council about a new shared fire protection services model being proposed by the Strathcona Regional District.

### BACKGROUND

The Village of Sayward has had a Fire Protection Services Agreement (FPSA) with the Strathcona Regional District (SRD) since 2010, where the Village of Sayward has provided fire protection services to SRD Area A (a copy of the Agreement is attached). This agreement was set to expire in December, 2022; however it has been extended numerous times as the SRD and the Village alternate service agreement options.

In 2020 the Regional District determined that a review of the service should be undertaken with particular emphasis on whether the current service model was the most appropriate method for delivery of the service to SRD Area A ratepayers or if there might be another service delivery model that should be considered. The review was to address operational and financial issues, and whether the SRD's role in oversight and decision making was appropriate given its annual financial contribution.

Subsequently, in 2021 the SRD contracted with Aegis Risk Management Ltd. (ARM Ltd.) to undertake a comprehensive review of the fire protection service that included an evaluation of:

- the current contracted service arrangement and whether the SRD had sufficient governance oversight over cost and service standards;
- the feasibility of disengaging from the current contract with the Village, or reversing the current arrangement such that the SRD would operate the service and offer that service to the Village under contract; and
- the feasibility of establishing a sub-regional service model.

In their 2021 *Fire Services Review* report (attached), ARM Ltd. outlined several service model alternatives for consideration by the SRD, including:

- Strengthening the current service model;
- Having independent separate (non-affiliated) fire protection services for the Village and Sayward Valley Area A; and
- Operating a sub-regional fire protection service through the SRD.

It is noted by the consultant that, while there are several operational, financial and governance challenges with the current service delivery model, there are also significant economies of scale which benefit both Village and the Sayward Valley Area A ratepayers by having a shared service. Both SRD and Village staff acknowledge that, if the Sayward Valley and the Village were to operate separate fire protection services, it is very likely that costs would increase for both governments and the ability to recruit and retain volunteers would become even more of a challenge than is currently the case.

Subsequent to the 2021 ARM Ltd. report and SRD staff reporting, the SRD Board resolved *that the concept of a sub-regional service model for fire protection through the Regional District be investigated for the Village of Sayward and the Sayward Valley and that a further report be prepared for the Board's consideration.*

In December 2022, the then acting CAO reported to Council about the proposed sub-regional service model for fire protection to be delivered through the SRD; broadly speaking, a reversal of the current model. A copy of this report, which Council resolved to receive and discuss, is attached.

## **DISCUSSION**

As noted herein, the SRD has indicated its preference to continue with a shared fire protection services model; however, it only will do so if it manages the services and contracts said services to the Village. The Village has two options moving forward:

Option 1: Work with the SRD to develop a shared services model.

Option 2: Transition to a stand-alone fire protection service independent of the SRD.

Clarity around the costs of operating a stand-alone fire department were fleshed out in a separate 2022 Firewise Consulting report – *A Path Forward* (attached) written for the SRD. While the financial figures would differ due to the respective ownership of various assets, decreases/increases in various operating budgets, etc., the underlying takeaway from the report's financial analysis is that operating a stand-alone fire department would be very expensive and likely cost-prohibitive for the Village.

With acknowledgement that a shared services model is likely the best of the options for both the Village and the SRD, the SRD has initiated some high-level operating and capital budget analysis. Staff would like to meet with his SRD colleagues to better understand the financial implications, and other implications, of the shared services model as being proposed.

With Council's direction to proceed, staff will schedule meetings with SRD staff December 7-13 and report back to Council on December 19, 2023 with updated information.

#### **STAFF RECOMMENDATIONS**

THAT Council receives and discusses Fire Protection Services Agreement Staff Report; and,

THAT Council direct staff to further investigate the concept of a sub-regional service model for fire protection through the SRD for the Village of Sayward and Sayward Valley Area A; and

THAT a further report be prepared for the Council's consideration on December 19, 2023.

Respectfully submitted,



---

Keir Gervais, CAO

#### **Attachments:**

- ***Fire Protection Services Agreement Between SRD and Village of Sayward***
- ***Fire Services Review, Aegis Risk Management Ltd., April 2021***
- ***December 6, 2022 VoS staff report: Fire Services Agreement***
- ***Firewise Consulting report – A Path Forward, June 2022***

# FIRE PROTECTION SERVICES AGREEMENT

THIS AGREEMENT made as at the 3 day of November 2010.

BETWEEN:

**THE STRATHCONA REGIONAL DISTRICT**

#301 – 990 Cedar Street  
Campbell River, BC  
V9W 7Z8

(the "Regional District")

OF THE FIRST PART

AND:

**THE VILLAGE OF SAYWARD**

Box 29  
601 Kelsey Way  
Sayward, B.C.  
V0P 1R0

(the "Village")

OF THE SECOND PART

## FOR FIRE PROTECTION SERVICES

**WHEREAS** the Regional District is requesting the Village to assist in providing Fire Protection Services to the Sayward Valley Fire Protection Local Service Area, and

**WHEREAS** the Village is prepared to provide Fire Protection Services to the Regional District in the Sayward Valley Fire Protection Local Service Area, and

**WHEREAS** the Regional District has agreed to share in the cost of such Fire Protection Services by providing the use of its Fire Hall on the terms and conditions hereinafter set out.

**NOW THEREFORE THIS AGREEMENT WITNESSES**, that in consideration of the premises, terms, and conditions hereinafter contained (the receipt and sufficiency of which is hereby acknowledged), the parties hereto covenant and agree with the other as follows:

**THE** resources and equipment of the Regional District and the Village as hereinafter provided will be combined to facilitate Fire Protection Services from a single Fire department to be known as the Sayward Volunteer Fire Department.

## DEFINITIONS

**“Fire Department”** means the Sayward Volunteer Fire Department of the Corporation of the Village of Sayward, as established, and continued as a fire department service pursuant to Section 8(2) of the *Community Charter*;

**“Fire Protection Services”** means the Services of fire suppression, First Responder Services and Rescue Services;

**“First Responder”** means a person licenced as an Emergency Medical Attendant First Responder (EMA FR III) and has the same meaning as in the *Emergency Medical Assistants Regulation*, BC Reg. 562/2004 as amended from time to time;

**“First Responder Services”** means all aspects of providing emergency medical health services by a person licenced as a First Responder;

**“Fire Protection Service Area”** means the Sayward Valley Fire Protection Local Service Area as outlined on Schedule 1 attached hereto;

**“First Responder and Rescue Services Area”** means the geographic boundaries within the Fire Protection Boundary as outlined by the 911 service area map attached hereto as Schedule 2;

**“Rescue Services”** means all aspects of assisting a person or persons involved in a vehicular or equipment incident and/or assisting other agencies in the process;

---

## Intent of Agreement

1. The intent of the Agreement is to set forth the conditions under which the Village and the Regional District will share in the cost of and receive Fire Protection Services from a single, common Fire Department.

## Assets Contributed for Fire Protection Services

2. Assets owned by the Village and contributed by the Village for the purposes of Fire Protection Services:

- a) One (1) fire Hall (hereafter known as Fire Hall #1).
- b) A supply of Fire Protection, Rescue Operations and First Response Medical Emergency Services equipment with a value of approximately \$350,000.
- c) One (1) 1990 International Marion Rescue Truck Serial #1HTSDZ3N8LH261331 with a value of approximately \$100,000.

d) One 1981 Chevrolet 1 Ton Pickup Truck serial #1GBHC34M2BV130882 with a value of approximately of \$1,000.

e) One 1997 Ford Tanker Model F700 Serial # 1 FDRF70JXVVA40020.

3. Assets owned by the Regional District and contributed by the Regional District for the purposes of Fire Protection Services:

a) One (1) fire Hall (hereafter known as Fire Hall #2).

b) One 2007 Fort Garry Freightliner Serial # 1FVACYDJ47HY38173.

### **Term of Agreement**

6. This Agreement will be for a five (5) year term. The starting date of this Agreement shall be January 1, 2010 and expire on December 31, 2014.

7. This Agreement may be cancelled by either party on December 31 following at least ten month's notice.

8. This Agreement may be amended at any time upon consent of both parties in writing to the Agreement, save and except, the provisions of Section 7 contained herein.

### **Dissolution of Agreement**

9. Upon the termination or other determination of this Agreement, each party is entitled to the assets and equipment (including any real property) contributed by that party to the operation of the Fire Department.

10. Any equipment or asset that was acquired by the contributions of both parties after the commencement of this and previous agreements will, upon dissolution, be divided equally between the Village and the Regional District.

### **Administration of Fire Protection Services**

11. The day to day administration of Fire Protection Services will be the responsibility of the Village and to this end, the Village will, within the capabilities and resources of the Village and recognizing that the Fire Protection Services are provided by community volunteers:

a) Provide human resources and Fire Protection equipment to provide Fire Protection Services as may occur from time to time within the Sayward Valley Fire Protection Local Service Area and the Village, and to bear the costs of attending the scenes.



b) Maintain all equipment and vehicles in such condition as considered and advisable by the Workers' Compensation Board of British Columbia and as required by the Insurance Underwriters' Association.

c) The Village shall maintain, at its own expense, Fire Hall #1, contributed by the Village, in such condition as considered safe and advisable by the Workers' Compensation Board of British Columbia and as required by the Insurance Underwriters' Association. Maintenance includes normal inspection and repair of water systems and lines, heating equipment, plumbing, electrical system, and standard painting and maintenance of the Fire Hall.

d) The Regional District shall maintain, at its own expense, Fire Hall #2, contributed by the Regional District, in such condition as considered safe and advisable by the Workers' Compensation Board of British Columbia and as required by the Insurance Underwriters' Association. Maintenance includes normal inspection and repair of water systems and lines, heating equipment, plumbing, electrical system, and standard painting and maintenance of the Fire Hall. The Fire Department will coordinate this work on behalf of the Regional District and the Village will provide a cost accounting report on a quarterly basis.

e) The Village shall train and equip volunteer Firefighters to carry out their duties in the manner deemed responsible and safe by the Workers' Compensation Board and the Insurance Underwriters' Association.

### **Annual Budget Determination**

12. The proposed annual and five-year financial plan shall be submitted by the Chief of the Fire Department to the Chief Administrative Officer of the Village and the Chief Administrative Officer of the Regional District. The proposed annual and five-year budget shall be submitted no later than October 15<sup>th</sup> of each year in this agreement.

13. It is recognized and agreed that the Village is entitled to an annual administration charge of \$2,500.00 for providing the day-to-day administration to support the Fire Protection Services, such amount to be paid by the Regional District.

14. Nothing contained herein prohibits the creation of an equipment reserve fund for the purposes of Fire Protection Services, such funds to be subject to Section 9 of this Agreement.

### **Cost Sharing**

15. The annual costs of Fire Protection Services shall be apportioned between the Village and the Regional District and shall be cost shared with the Regional District contributing 60% of the approved budget and the Village contributing 40% of the approved budget excluding the maintenance costs in 11 c) and d) which will be wholly funded by each respective party.



16. Costs for capital equipment shall be cost shared with each party contributing 50%.

17. The Village and Regional District have agreed that future funding of capital equipment for First Responder and Rescue Services will be raised by the Sayward District Fire and Rescue Society. Should the Sayward District Fire and Rescue Society be unable to raise sufficient funds for needed capital expenditures for the First Responder and Rescue Services this matter will be referred to the Village and Regional District for consideration and determination on how best to proceed.

**Payment of Funds**


18. The Regional District will remit to the Village no later than August 1 of each year, an amount equivalent to the share attributable to the Regional District for Fire Protection Services for the current year.

19. As soon as possible after December 31<sup>st</sup> of each year of this Agreement, the Village will provide to the Regional District a full financial statement of the previous year's operations, including an accounting of the reserve fund as set forth in Section 14 herein. In addition, on a quarterly basis through the year, the Village will advise the Regional District of financial affairs for providing Fire Protection Services.

19. It is agreed that any surplus funds or deficit amounts pertaining to the operation of Fire Protection Services will be carried forward and considered in the subsequent years budget process.

**IN WITNESS WHEREOF** the parties hereto have set their hands and seals as of the day and year first above written.

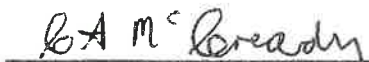
For the Strathcona Regional District:

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Corporate Officer

For the Village of Sayward:

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer



# Strathcona Regional District

## Fire Service Review

### Sayward Valley



*aegis risk management Ltd., April 2021*

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likely not affect the FUS grading or insurance rates. However, the DPG 5 could be improved to DPG 3B with the implementation of a water shuttle program which would require additional tanker trucks and rely on mutual aid partners. This may result in a reduction to insurance rates and should be studied further.

**Option A - Potential to Establish a New Fire Department for the Sayward Valley Portion of Area 'A'**

As one of the driving questions for the impetus of this Review, the consultants were asked to analyze this option in the greatest detail. Under this alternative, the Strathcona Regional District would end its Fire Protection service contract with the Village of Sayward and recommend to the Regional Board that the the SRD govern and operate the Sayward Valley Fire Protection Service. The alternative would result in two separate services: the Village of Sayward Fire Protection Service, which would provide service to the Village of Sayward; and the Sayward Valley Fire Protection Service, which would service only the Sayward Valley.

Implementing this option would require the SRD to establish a fire department virtually the same as the one currently serving both areas. The minimum requirements to retain current FUS grading requires 15 volunteer firefighters. These volunteers would need to be trained to meet the minimum level of service of "Exterior Operations" under the mandatory *BC Structure Firefighters Competency and Training Playbook*<sup>1</sup> (OFC Playbook). The main difference is that the new fire service would operate from one fire station, serve a slightly smaller area, and use slightly fewer apparatus and equipment than the current arrangement.

Annual operating costs would increase under this model and there are additional one-time start-up costs including the purchase of a second used fire truck (water tender) given that the current fire truck (2007 model) will continue to meet FUS requirements for another 11 years. Figure 1.2 below summarizes cost projections. A full cost analysis is included in Section 4.

**Figure 1.2  
Projected Costs for New Fire Service**

BUDGET ITEM	CURRENT SRD COST	PROJECTED NEW COST
Annual Operating Budget	\$57,494.00	\$70,876.00
Annual Cost per \$1,000 of Assessed Value	\$0.8450	\$0.9617
One-time Capital Start-up Costs <sup>2</sup>	n/a	\$176,500.00

Transition to a new service would take approximately 2- 3 years to wind down the current agreement and create new legal and operational capacity. Critical steps include:

- Establishing bylaws and legal framework.
- Recruiting and training new volunteers.
- Acquiring an additional fire truck (water tender) to meet FUS requirements for two fire trucks.
- Reprogramming mapping and dispatch procedures through North Island 911 (NI-911).

<sup>1</sup> <https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/fire-safety/playbook.pdf>

<sup>2</sup> Debt servicing of Start-up Costs is not included in the Annual Operation Budget or Cost per \$1,000 of Assessed Property Value.

## 2. METHODOLOGY

The Strathcona Regional District sought qualified consultants to review the current service arrangements for fire protection in the Sayward Valley which is a portion Electoral Area 'A'. The consultants submitted a proposal with three progressive and optional stages. The SRD selected stages 1 and 2, with stage 3 remaining an option for a later date.

***Stage 1 - Internal SRD review with recommendations for options.***

This stage included an internal review of the current fire services, administration and governance through engagement with SRD Staff and stakeholders to fully understand the current situation and jointly reach viable options for consideration.

***Stage 2 (Optional) – Additional review with Village of Sayward:***

This stage included consultation with the Village of Sayward Staff and Fire Department personnel to understand the situation from their perspective, and to explore options to shift from the current model.

***Stage 3 (optional) - Facilitated dialogue between the SRD and Village of Sayward with the intent of reaching a new agreement:***

This stage would include both consultants attending the region, face to face, to facilitate approximately two days of discussions with SRD and Village of Sayward representatives with the intent of transforming the findings and recommendations from stages 1 and 2 into a new agreement which may include a new governance model. The consultants would work towards facilitating a new agreement including drafting new contract terms and providing a guidance framework for how the parties would approach any potential realignment of governance through their respective local government processes.

Beginning in late October, the consultants conducted a comprehensive document review including letters patent, agreements, policies, financial statements, and budgets. The document review informed a series of face to face and remote interviews with SRD Staff, and the Village of Sayward staff who provided data and information about their contributions to the service arrangement. The consultants then turned to a research and analysis of the information to assess the current service and identify any alternatives to improve on the current model. Those finding are reported herein.



Engine 3 - 1997 Ford Superior Fire Engine



Rescue 22 - 2015 Ford F350 Pick-up Truck



Engine 4 - 2007 Freightliner Fire Engine



Rescue 33 - 1990 International Rescue Truck

The Village of Sayward has approximately 201 taxable land parcels and a population of approximately 300 residents. There are some large buildings including a school and some light commercial/industrial. The majority of the community has fire hydrants. Fire Station #1 is an older wood framed, two-storey building with two garage bays for fire apparatus. The British Columbia Emergency Health Services (BCEHS) leases a portion of the fire station for the provision of ambulance service in the region.

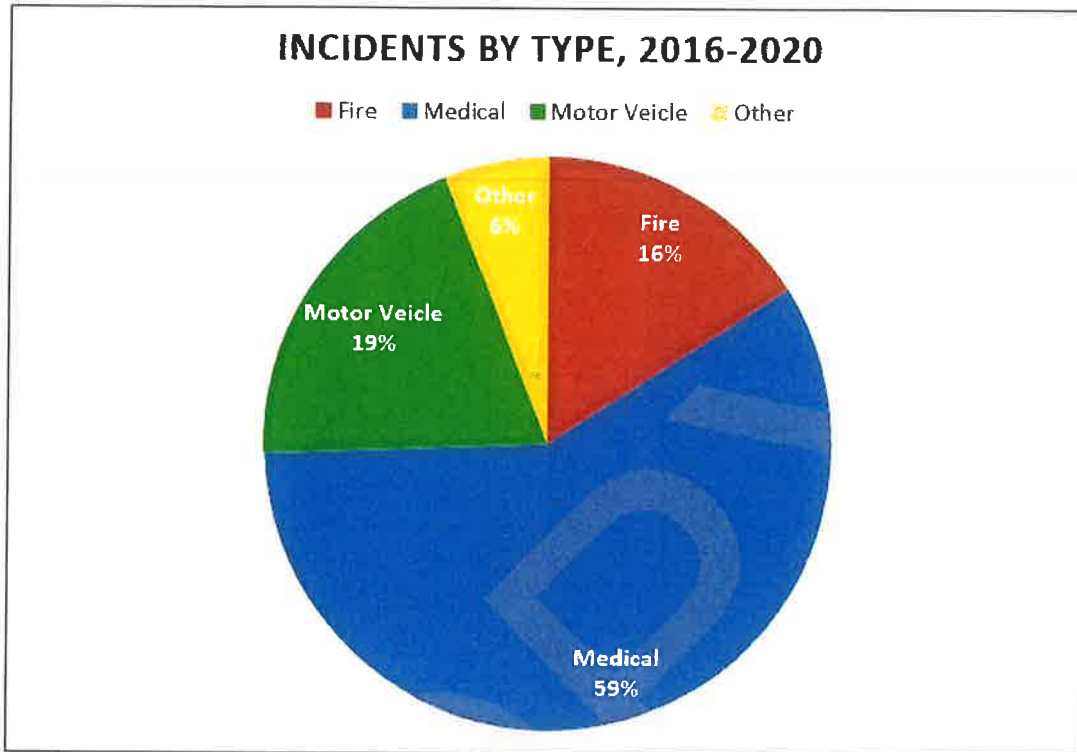
The Sayward Valley Fire Protection Area has approximately 374 taxable land parcels and a population of around 1000 residents. The area is comprised of mostly rural residential properties with no fire hydrants. Water supply for firefighting is achieved through static water sources including two drafting wells – one located at Fire Station #2 and the other near the gas station at the Junction of Highway 19 and Sayward Road.

Fire Station #2 is a wood framed single storey building built in 1980's with two garage bays for fire apparatus. A building assessment was conducted in 2016 by the Municipal Insurance Association that identified several structural and safety related problems<sup>4</sup>. Most importantly is the location which sits between two waterways that are prone to flooding in the rain seasons often making the facility and equipment inaccessible. Exact records are unavailable at the time of this report. In addition, the report highlighted a variety of maintenance issues. Repairs have been deferred pending this fire service review however the foundation has been repaired.

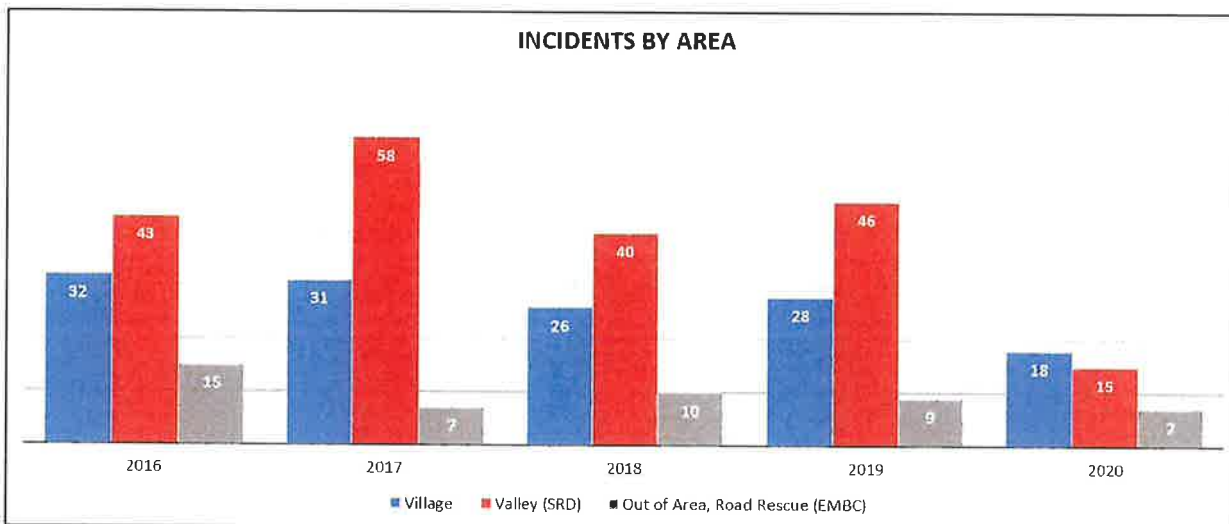
<sup>4</sup> Risk Control Survey, Risk management Services Inc., 2016



**Figure 3.2**  
**Incident Responses by Type of Incident, 2016 - 2020**



**Figure 3.3**  
**Annual Incident Distribution by Area, 2016 - 2020**



Another common metric for reporting and comparing the cost of fire services to other jurisdictions is the tax rate per \$1,000 of assessed property value that is collected to fund the service. While this can provide a high-level generalization of the cost of fire service, it does not take into account the uniqueness of each community in terms of the services provided, the structure of the fire department, or the geography of the region. Rates are typically lower in small communities with higher density where service can be provided to the maximum number of occupants with the fewest resources. As communities spread out, fire services tend to be more costly. Additionally, some communities have very high property values, such as Nanoose Bay in the Regional District of Nanaimo, which can cause the rate to appear to be lower.

The rates for the Sayward Valley, Village of Sayward, and similar areas in the region are provided in Figure 3.6 below for the purpose of identifying two general trends:

1. The rates are within the normal range for similar communities on Vancouver Island (approximately \$0.5000 to \$1.0000 per \$1,000 of assessed property value).
2. That the rate in the Sayward Valley is slightly higher than the Village.

**Figure 3.6**  
**Tax Rates per \$1,000 of Assessed Property Value**

Fire Protection Area	Tax Rate per \$1,000 of Assessed Property Value
SRD – Sayward Valley	\$0.8450
Village of Sayward	\$0.5600
SRD - Area 'D' protected by the Campbell River Fire Department	\$0.8520
SRD - Area 'D' protected by the Oyster River Fire Department	\$0.6604
City of Campbell River	\$0.8783
SRD – Cortes Island	\$0.7941
Regional District of Nanaimo (range) <sup>8</sup>	\$0.2993 to \$0.9376

\*Nanoose Bay

#### Insurance and Fire Underwriters Survey Grading

The Fire Underwriters Survey<sup>9</sup> (FUS) assesses fire protection within communities and assigns a grading that is used by insurers to determine fire insurance rates. The main factors include the water works system; fire department location, apparatus, and personnel; and emergency communications. Grades are assigned as Public Fire Protection Classification (PFPC) for public and commercial buildings, and a Dwelling Protection Grade (DPG) for residential occupancies.

This report will focus upon the DPG given that the areas are predominantly residential. Grades range from 1 to 5, with 1 being the highest, and 5 the lowest. The current DPG for the Village of Sayward is DPG 3A and 3B while the Sayward Valley has a combination of some DPG 3A/3B and some DPG 5 (See Figure 3.7 below). These gradings are typical for similar communities and would be unaffected by any governance change. The portion that is graded at DPG 5 is most likely due to the lack of water supply and fire hydrants.

<sup>8</sup>Nanaimo Regional District, Fire Department Governance Review, Dave Mitchell & Associates Ltd., 2020

<sup>9</sup><https://fireunderwriters.ca/>



## 4. OPTION A - POTENTIAL TO ESTABLISH SEPARATE SAYWARD VALLEY SERVICE

The consultants were asked to analyze the potential to establish a new fire service to serve only Sayward Valley Electoral Area 'A' and separately from the Village of Sayward. This option is presented in this section in some detail. Alternatives for comparison are presented in Section 5 of this report.

Under this option, the Strathcona Regional District would end its Fire Protection service contract with the Village of Sayward and ask the SRD Board to establish a new Sayward Valley Fire Protection Service. The alternative would result in two separate services: the Village of Sayward Fire Protection Service, which would provide service to the Village of Sayward; and the Sayward Valley Fire Protection Service, which would service only the Sayward Valley.

The current structure of the SVFD is already established at the minimum standard to meet OFC Playbook Exterior Operations level of service and to retain FUS grading levels for insurance purposes. Therefore, a newly established fire department, serving only the Sayward Valley Fire Protection area, would need to mirror the current service including volunteers, equipment, and costs.

### Dissolution of the Current Arrangement

The current arrangement integrates a combination of functions and asset ownership which would need to be deconstructed through the terms of the agreement and perhaps some negotiations between the parties. Each party owns and maintains a fire station and ownership of most major equipment and apparatus is defined in the agreement (see Figure 3.1 above) however many details would need to be agreed upon with respect to other shared equipment.

After the assets were distributed, the SRD would not have sufficient equipment and apparatus to operate a fire service independently from the Village and including all current services. For example, the Village of Sayward owns all of the Road Rescue equipment so the SRD would need to acquire that equipment if the SRD were to continue to provide additional services such as first responder and road rescue.

### Capital Assets

The SRD currently owns a fire station and a 2007 model year fire truck which is the newest vehicle in the current arrangement. The estimated service life is up to the year 2032 when it reaches 25 years of service and has potential to impact FUS grading. One fire truck is not sufficient to operate a fire department. The SRD would need to acquire a second fire apparatus capable of transporting and pumping water for two main reasons. First is the need to have redundancy to maintain fire response if the primary truck breaks down or is undergoing repairs and maintenance. Secondly, it would provide the ability to shuttle water to and from a fire scene where the main fire truck would be supporting fire attack crews. The consultants would recommend acquiring a used high-capacity water tender (tanker) truck for this purpose.

The fire station is suitable to support a new fire department however its location in a flood zone is seasonally problematic. Contingency plans to relocate apparatus in those times would be required. The consultants would recommend increasing reserve funding for fire station repairs and apparatus replacement.

**Figure 4.1**  
**Option A - Estimated Annual Cost of Fire Protection**

<b>Expense (2019 Actual)</b>	<b>SRD – Valley</b>	<b>Village</b>
Internal Expenditures	\$5,054.00	\$4,338.00
Portion of Shared Operating Costs	\$35,840.00	\$22,226.53
Reserve Transfers, other	\$16,700.00	\$0.00
<b>Total Budget</b>	<b>\$57,594.00</b>	<b>\$26,564.53</b>
<b>Total Combined Cost of Current Arrangement</b>	<b>\$84,158.53</b>	
Estimated SRD Cost for a New Service 100% Valley Current Costs	\$57,594.00	n/a
Plus 50% of the Village Costs (50% of \$26,564.53)	\$13,282.27	n/a
<b>Total Estimated Cost of a New SRD Service</b>	<b>\$70,876.27</b>	n/a

There are also some one-time expenses associated with starting a new fire service. The process would not be an immediate transition for the current arrangement and would require advanced planning. Figure 4.2 below shows a projected timeline and budget.

**Figure 4.1**  
**Option A - Estimated Timelines and Start-up Budget**

<b>YEAR</b>	<b>ITEM</b>	<b>BUDGET ESTIMATE</b>
1	Negotiate termination of current arrangement	n/a
	Establish bylaws for new fire service and establish levels of service	n/a
	Establish administrative/governance model	n/a
	Acquire additional used water tender (tanker) truck	\$100,000.00
	Realignment of response zones and dispatch procedures (NI-911) <sup>10</sup>	\$5,000.00
	Recruitment and retention of new volunteers including a fire chief	\$1,000.00
2	Purchase additional radios and pagers	\$7,500.00
	Purchase additional PPE for new volunteers	\$15,000.00
	Train any new (inexperienced) volunteers to OFC Exterior Operations	\$20,000.00
	Establish operating guidelines, policies, and procedures	\$3,000.00
3	Consider implementation of Road Rescue and First Medical Responder program, equipment, and training	\$25,000.00
<b>TOTAL ESTIMATED BUDGET</b>		<b>\$176,500.00</b>

Establishing a new fire service is one of three options researched and analyzed by the consultants. However, the option to establish a new fire department was the impetus for this study and as such a greater analysis was conducted. For ease of comparison, Figure 4.3 below summarizes this option in a similar format to the two alternative options presented in Section 5 of this report.

<sup>10</sup> Estimate only. It is unknown if these costs would be included under the terms of the existing service agreement with NI-911.

Service Element	Description
Service Governance	<p>The governing body for the SRD's service would be the SRD Board of Directors. Since the service establishment bylaw would identify only one service participating area (i.e., Electoral Area 'A'), all decisions for the service would be made by the full Board of Directors (see section 207(5) of the <i>Local Government Act</i>). Day-to-day operational decisions would be made by the Chief of the (new) Sayward Valley Volunteer Fire Department.</p> <p>The governing body for the Village's service would be Village Council. Day-to-day operational decisions would be made by the Chief of the (new) Village of Sayward Volunteer Fire Department.</p>
Service Cost, Cost Recovery and Cost Allocation	<p>Each local government would be fully responsible for all operating and capital costs incurred to provide its own Fire Protection Service. Costs in both jurisdictions would be recovered through property value taxes. In the Sayward Valley, the tax would be levied by the SRD. In the Village of Sayward, Village Council would levy the required tax.</p> <p>Under this service alternative there would be no costs to share.</p>
Service Delivery	<p>The existing Sayward Volunteer Fire Department would be broken into two separate departments: the Sayward Valley Volunteer Fire Department, which would deliver service to the Sayward Valley Fire Protection Local Service Area; and the Village of Sayward Volunteer Fire Department, which would deliver service to the Village of Sayward.</p> <p>It would be anticipated that the two separate departments, through their respective local governments, would enter into a mutual aid agreement to provide assistance to one another, as required, in responding to events. Mutual aid agreements between adjacent fire departments are common.</p>

**Figure 5.1**  
**Option B - Establish SRD Local Service**

Service Element	Description
Local Government Service Provider	The Fire Protection Service would be established as a service of the Strathcona Regional District. SRD would be the service provider.
Legal Framework	<p>The service's legal framework would consist of a number of key documents:</p> <ul style="list-style-type: none"> <li>&gt; <i>Local Government Act</i> — The SRD's authority to provide fire protection is conferred by section 332(1) of the <i>Local Government Act</i>.</li> <li>&gt; <i>Service Establishing Bylaw</i> — Under section 349(1) of the <i>Local Government Act</i>, the SRD would amend the existing <i>Sayward Valley Fire Protection Service Local Service Area Establishment Bylaw, 1990</i> to exercise the Regional District's service provision authority.<sup>11</sup> The amended bylaw would describe the service as one that provides fire protection throughout the Sayward Valley Fire Protection Local Service Area,<sup>12</sup> and to areas outside of the service area with which the SRD has a contract to deliver the service.</li> <li>&gt; <i>Sayward Valley Fire Services Bylaw</i> — The SRD would create a <i>Fire Services Bylaw</i> to confer specific authorities on the Chief of the Sayward Volunteer Fire Department (appointed by the Regional Board), and to set out regulations and restrictions that must be followed within the Sayward Valley Fire Protection Local Service Area.</li> <li>&gt; <i>Fire Protection Services Agreement</i> — The existing <i>Services Agreement</i> would be re-worked to identify the Strathcona Regional District as the service provider, and the Village of Sayward as the contract service recipient.</li> </ul>
Service Participating Jurisdiction	Electoral Area 'A' would be the sole participating jurisdiction set out in the service's <i>Establishment Bylaw</i> . The Village of Sayward, as a purchaser of services, would not be a participating area in the service as defined under the <i>Local Government Act</i> .
Service Area	<p>The service area set out in the SRD <i>Establishment Bylaw</i> would be the portion of Electoral Area 'A' that is within the Sayward Valley Fire Protection Local Service.</p> <p>The Village of Sayward would receive service on contract from the SRD. This service area would be identified in a new <i>Fire Protection Services Agreement</i> between the local governments.</p>

<sup>11</sup> The *Establishment Bylaw* in place today exists to requisition property taxes to pay the Village of Sayward for fire protection.

<sup>12</sup> This service area is set out in the existing *Fire Protection Services Agreement* between the Village of Sayward and the SRD.

Service Element	Description
	service area, and home insurance cost reductions to residents of each area.
Service Delivery	The Sayward Volunteer Fire Department would deliver the service on behalf of the Regional District. The Fire Department would be identified in the <i>Sayward Valley Fire Service Bylaw</i> as the designated fire department.

Service Element	Description
<p>Service Governance</p>	<p>The governing body for the service would be the SRD Board of Directors. The full Board would make decisions related to service finances, land matters, contracts and borrowing for the service, as required under section 210 of the <i>Local Government Act</i>.</p> <p>Decisions on the administration and operation of the service, including votes on the provisions of the <i>Sayward Fire Services Bylaw</i>, would be made by the participating jurisdictions' directors — namely, the Electoral Area 'A' Director and the Village of Sayward Municipal Director — on the Board. Votes on these decisions would be made as weighted stakeholder votes which, based on current populations and the SRD's voting unit, would assign one vote to each Director.</p> <p>Day-to-day operational decisions would be made, as at present, by the Chief of the Sayward Volunteer Fire Department.</p>
<p>Service Cost, Cost Recovery and Cost Allocation</p>	<p>The following points outline the treatment of costs under this service alternative:</p> <ul style="list-style-type: none"> <li>&gt; <i>Service Cost</i> — The service cost would be determined by the SRD Board of Directors, based on recommendations from the Electoral Area 'A' and Village of Sayward Directors (as well as input from the Fire Chief and the SRD's Protective Services Department).</li> <li>&gt; <i>Cost Recovery</i> — Costs would be recovered by the SRD from Electoral Area 'A' properties in the Sayward Valley Fire Protection Local Service Area, and from Village of Sayward properties within the Village Fire Protection Service Area, using a property value tax.</li> </ul> <p>Under this option, it should be emphasized, both local jurisdictions would be taxed by the SRD to provide the service. The Village would not pay a fee-for-service contract.</p> <ul style="list-style-type: none"> <li>&gt; <i>Cost Allocation</i> — The method of cost-allocation, would be determined by the two participating jurisdictions. Costs could be divided based on any factor or combination of factors, including number of incidents per jurisdictions, converted assessment, population, or other measures.</li> </ul> <p>As with the previous alternative, the starting point in negotiations would be the cost allocation framework in place under the current service arrangement which assigns operating costs on the basis (approximately) of incident numbers. New equipment costs are split evenly in recognition of the two service areas' equal reliance on a properly-equipped single Volunteer Fire Department. Each jurisdiction is responsible for</p>

## 6. EVALUATION OF SERVICE MODELS

### Assessment Criteria

Each of the service model alternatives could be made to work for Electoral Area 'A' and the Village of Sayward, the two jurisdictions that currently receive fire protection from the Sayward Volunteer Fire Department. Which specific alternative, should the jurisdictions consider developing? To answer this question, it is helpful to evaluate the alternatives against a set of factors that includes the following assessment criteria:

- *Fairness* — The preferred model is the alternative in which the amount paid each year by taxpayers of the Sayward Valley and by those in the Village of Sayward is appropriate given the each group's level of relative benefit (i.e., the level of benefit relative to that received by the other).
- *Cost Effectiveness* — The preferred service model is the one that is most cost-effective for taxpayers in the Sayward Valley, as well for those in the Village of Sayward.
- *Role in Decision-Making (i.e., Governance)* — The preferred model is the alternative that would give the Director for Electoral Area 'A', on behalf of the residents of the Sayward Valley, meaningful input into decisions on service scope, service level, service budgets and other important matters. The preferred model would give both jurisdictions a voice in decision-making.
- *Anticipated Level of Support* — The preferred model is the one that would be supported by the Sayward Valley community, the Village of Sayward and the Sayward Volunteer Fire Department.

Figure 6.1 presents an evaluation of the service models against the assessment criteria.



Assessment Criteria	Option A - Establish SRD Local Service	Option B - Establish SRD Sub-Regional Service	Option C - Establish Separate Sayward Valley (SRD) Service
	<ul style="list-style-type: none"> <li>&gt; Potential to benefit from future centralized technical support through SRD Protective Services Department could make more cost-effective.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Potential to benefit from future centralized technical support through SRD Protective Services Department could make more cost-effective.</li> </ul>	
Role in Decision-Making	<ul style="list-style-type: none"> <li>&gt; Decisions on service would be made by full SRD Board on which both jurisdictions" Directors sit. Board would be guided in decisions, however, by the advice from the participating jurisdiction in the service (i.e., Electoral Area 'A'), not the jurisdiction that purchases the service (i.e., Village of Sayward).</li> <li>&gt; Electoral Area 'A' and SRD could consult Village of Sayward on service matters; however, recommendations to the Board would likely come from Electoral Area 'A' only.</li> <li>&gt; In all, Area 'A' would have elevated role in decision-making for the service compared to role under current service arrangement.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; This model would provide Electoral Area 'A' a meaningful role in decision-making for the service. Indeed, the model would provide shared control over the service by Electoral Area 'A' and the Village of Sayward. Directors from both jurisdictions would need to agree to all decisions on the administration and operation of the service.</li> <li>&gt; The full Board would make decisions on financial matters, land issues and contracts based on joint recommendations from the two Directors.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Decisions on the service would be made by the full SRD Board. The Board would likely be guided in its decisions, however, by recommendations from the Electoral Area 'A' Director.</li> <li>&gt; Since each jurisdiction would have its own service (and Volunteer Fire Department) under this model, neither jurisdiction would expect a role in decision-making for the other's service.</li> <li>&gt; Any consultation on issues would be limited to mutual aid agreements and other joint issues.</li> </ul>

Assessment Criteria	Option A - Establish SRD Local Service	Option B - Establish SRD Sub-Regional Service	Option C - Establish Separate Sayward Valley (SRD) Service
	> It is equally unclear why the Volunteer Fire Department would support this model.		



not provide the privacy necessary for a multi-gender crew. With a potential revenue stream, reconstruction in a new location may become a more viable option.

#### OFC Playbook Level of Service Declaration

The Village of Sayward has selected “Exterior Operations” as the official level of service for SVFD. This is the lowest acceptable level under the OFC Playbook and is common for similar sized and resourced communities. However, it does not permit firefighters to make entry into burning buildings to extinguish fires and rescue any occupants who may be trapped inside.

If the department shifted to the “Interior Operations” level, interior firefighting would be allowed but the training requirements would increase – both in time and cost. The SRD may wish to consider the level of service in conjunction with a volunteer recruitment and retention plan, and volunteer compensation. However, ensuring a full roster of volunteers and training them to the exterior level is a higher priority.

Regardless of whether the service level changes, the officially declared level of service should be codified in policy which was unclear at the time of this report.

#### Potential to Improve FUS Grading by Enhancing Water Supply

Much of the Sayward Valley has no fire hydrants, although there are some predetermined locations where water can be drafted from static water sources. This is perhaps the main reason for the lower FUS grading in that area. While it may be impractical to construct a water supply system, alternatives exist to improve water supply that could perhaps result in an improvement to the FUS grading which would likely translate to reduction in residential fire insurance rates.

Many jurisdictions on Vancouver Island have improved their FUS grading from DPG 5 to DPG 3B by demonstrating the capacity to shuttle water with water tenders (tanker trucks) and maintain a consistent flow of water as required by the FUS criteria. FUS recognizes two levels of alternative water supply.

- *Standard Water Shuttle Service* is the lowest level of FUS recognized alternative water supply.
- *Accredited Superior Tanker Shuttle Service* is the highest recognized level and offers the greatest savings if achieved.

In both scenarios, the fire department must demonstrate the ability to provide a continuous water supply and fire flow at a specified volume and duration. Typically, this is achieved with multiple water tenders which usually requires mutual aid from several neighbouring communities. Given the travel time to the two closest mutual aid fire departments (City of Campbell River and Village of Woss) is almost an hour, this may prove a difficult task but one worthwhile studying.

Even if either shuttle service above cannot be achieved, there is opportunity to make improvements to the current water supply by locating additional static water sources for drafting and installing appliances, such as dry hydrants, at those locations to expedite water access.

#### Oversight of a new Sub-regional Fire Protection Service

Fire services within the SRD are currently coordinated through the Protective Services Coordinator position. Should a Strathcona Regional District sub-regional fire protection service be established as recommended in this report, the SRD may also wish to review the capacity for this position to adequately oversee and support the new service alongside existing duties.

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## STAFF REPORT

**For:** Mayor and Council  
**From:** John France, Acting CAO  
**Subject:** **Fire Services Agreement**  
**Meeting date:** December 6, 2022

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### DISCUSSION

The Strathcona Regional District (SRD) has agreed to extend the current Fire Service Agreement (FSA) for fire services in the Village of Sayward (VOS) and Valley (Area A) for 3 months and up to 6 if needed, depending on the time needed to complete negotiations. Staff recommends acceptance of the extension.

### Background

For context, the SRD has been reviewing the FSA to determine if a better service model would “fit” the needs of the area residents. A consultant was hired, a report was done, and the report outlines several options including each area (VOS/Area A Valley) having its own separate service, SRD operating the service under its jurisdiction, reverse the FSA contract, and improving the current model. Staff believe this discussion is scheduled for January.

### Discussion

There was a separate item on the SRD November 23 agenda on whether to extend the current FSA with the VOS or to cancel it. The extension agreement is attached to this report.

There is language in the reports attached to the SRD agenda that Staff have problems with; the big items are outlined below.

1. Page 2 of the SRD August 6, 2022, report states that the SRD owns the Fort Garry Freightliner purchased in 2007 (Engine #4). To her credit, Ann reached out several times to tell SRD staff that this vehicle is in fact jointly owned 50/50. Ownership of the vehicle puts into question the numbers used by the consultant in determining the capital cost of a go it alone Fire Service option (SRD Area A Valley only). Staff have asked SRD staff if they had any info which would prove ownership differently, we certainly have the paper saying it is a joint ownership. This is an issue for future reports/discussions as it is important for both parties to resolve both the financial and operational issues.

2. The share of operational expenses is 60/40 and capital costs is 50/50 per our contract. Supposedly the splits were determined based on where services are rendered, however, this number has remained static which frankly is odd, because it changes every year. Furthermore, the majority of services used, beyond 60/40 are in the valley. Our Chief is working on stats and will have a report for the December meeting. If in fact service stats are the basis for apportionment, we need yearly, accurate stats. This is an issue for future reports/discussions as it is important for both parties to resolve the available funding alternatives.
3. On page 4/35 of the consultant's report located at the following link <https://agenda.strathconard.ca/SRDAttachments/SRDCommittees/Open/EAS/11-Aug-21/20210806-Sayward-Valley-Fire-Services-Review.pdf> (paper copies also provided at this council meeting) , it states the 2019 residential tax rates were .84 cents SRD vs .56 cents VOS for operational costs of the service in each area. This is misleading because the SRD rate includes transfers to reserves which is not an operational cost. If reserve transfers are taken out, then the SRD residential rate drops to .599 which is roughly equivalent to the Village rate. By stating the higher rate, it gives the impression that SRD residents are paying far more than VOS residents when operationally they do not. Said differently, the real rate diminishes the idea that there is an inequity in the sharing of the costs in the agreement. A future report will in fact suggest the opposite, it is VOS which is paying more than its fair share for the service – for example share of services used and admin costs to run the service. This is an issue for future reports/discussions and relates directly to funding shares.
4. There are many issues for Council to consider on the options outlined to the Board (and the one chosen). Each option has its good/bad points and Council/Staff will need to identify and deliberate on key issues such as, if the SRD takes over the service, how will assets currently owned by the VOS be handled, what will be the new sharing formula, the future (and capital cost replacement) of the SRD hall which sits in the flood plain and was subsequently isolated in the 2016 flood, and, is in poor shape. See the charts on pages 11 and 12 to see the incidents by area chart, 2019 stats suggest valley responses comprise 37% of total (not including out of area). Another issue is the split on shared capital, why are operational costs 60/40 but capital costs 50/50? The issues around service delivery are many and complex. Staff believe that a change is needed to ensure the Sayward Volunteer Fire Department (SVFD) has the appropriate funding to run a successful and responsive fire service, and one that attracts and supports volunteers.
5. The last point Staff wish to make is on the issue of input into the FSA by the Area Director. I understand from the report he feels he has little or no input into the fire services and the budget. This is a major issue for him and rightly so. Our current agreement only calls for a budget to be delivered to the SRD CAO each year by October 15, therefore does not contemplate interaction with the Director. However, I know that previous Councils (under Mayor MacDonald) invited him to discuss the fire service on several occasions and I am told that the last Council invited him to do the same. The



Area Director did not attend these meetings, Staff do not know the reasons for not attending, but to be clear, he was given the opportunity.

I suggest the next step is - Staff should prepare a comprehensive report on the options and 9lfrom the VOS's perspective, what works best for the service and for the VOS after the SRD reviews and makes recommendations.

One final point, the SRD is also looking at a change in how regional recreation is serviced and funded. Staff suggest Council consider working with the SRD to address inequities present in funding the Kelsey Centre where the majority of users are valley residents who pay zero taxes to keep the KC operating and sustainable. This has a huge impact on Village costs and on our ability to provide a full slate of recreation services.

### **STAFF RECOMMENDATIONS**

THAT Council receives and discusses Fire Services Agreement Staff Report, and;

THAT Council approves the extension to the Fire Services Agreement and authorizes the Mayor and Corporate Officer to sign the modification agreement.

Respectfully submitted,

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John France Acting CAO

### **Attachments:**

- **SRD FSA Modification Agreement**



# Strathcona Regional District Fire Department Governance

## A Path Forward

June 30, 2022

Prepared By: Ernie Polsom

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Figure 1: Photo Credit: Campbell River Mirror, Alistair Taylor, December 23, 2021



## 1.0 Executive Summary

The Strathcona Regional District (SRD) selected FireWise Consulting to develop a guidance document to transition from the Sayward Valley receiving fire protection through a contract with the Village of Sayward's Volunteer Fire Department administered by the Village of Sayward to a stand-alone service governed and operated by the SRD servicing the Sayward Valley. The project takes recommendations from a fire service review conducted in 2021 that identified opportunities to detail the complex tasks of organizing and running a fire department.

The transition process from a contractual relationship with Village owned and operated fire department to one run by the Strathcona Regional District is relatively straightforward. The transition will require careful management to avoid negative impacts on the fire department.

Transition planning must consider delivery times for some of the required equipment and materials. Extended delivery times are being reported for firefighter protective clothing and respiratory protective equipment to as much as 12 months from order to receipt.

The following elements allow a smooth governance transition from a contract with a Village operated fire department to a stand-alone fire department under the SRD. The steps are listed sequentially, recognizing that concurrent activities will be required, and the accompanying workplan lays out those overlapping steps to provide a visual representation.

The workplan is illustrative and will require amendments to reflect the organizational capacity of the SRD to absorb the work.



## 2.0 Road Map

### Transition Road Map:

- 1. Seek authority to transition to a stand alone fire service delivery model operated by Strathcona Regional District:**
  - a. Establish a project team to oversee the transition, if approved. The project team should include the Fire Chief to ensure operations are represented and considered.
  - b. Develop a project communications plan to keep all internal and external stakeholders informed of the progress of the transition. Primary audiences will include:
    - i. Residents and businesses in affected communities,
    - ii. Fire Department members,
    - iii. SRD and Village staff (all),
    - iv. Regional partners
  - c. Provide specific communications on the decision and path forward to the area's First Nations, recognizing their particular interests in fire and rescue response services.
  
- 2. Develop the governance framework for consideration by the Board and Village Council.**
  - a. Establish a service level policy detailing the specific fire and rescue services available in the fire protection area and who is responsible for delivering them.
  - b. The SRD will develop clear lines of authority and decision-making processes related to the fire department's authorities and approvals.
  - c. Recruit adequate numbers of volunteer firefighters and a Fire Chief to staff the new fire department.
  
- 3. Develop an administrative framework for the proposed SRD Sayward fire department:**
  - a. SRD will amend its organizational model to accommodate the Sayward Valley Fire Chief and volunteers.
    - i. Develop an amended org chart;
    - ii. Update policies, procedures and other human resource policies applicable to the Sayward Valley Fire Department;
    - iii. Develop an "onboarding" process to orient firefighters to the SRD;
  - b. Update IT and external communications:
    - i. Update the SRD web pages to reflect the changed governance model, key contacts and other information;
    - ii. Update telephone directories;



- c. Develop long-term plans and budgets to guide the :
  - i. Develop a fleet management plan for the SRD fire department vehicle fleet to inform future capital budgets.
  - ii. Perform a facility assessment to support a long-term facility management plan for the SRD's fire station. The review should assess the operational functionality, locations and legislative compliance (WorkSafeBC, etc.) of the existing fire station and inform facility management and replacement plans.
  - iii. Develop long-term Capital budgets for SRD Board consideration.
- d. Develop a plan to align the fire department's imagery with the SRD's visual image policies.

**4. Update agreements and contracts:**

- a. Update the fire dispatch contract to reflect the new organizational accountabilities.
- b. Update mutual aid and other regional service agreements to reflect governance and senior contacts changes.





### 3.0 Insurance Impacts

The decision to create a stand-alone fire service has some implications related to insurance costs for residents and property owners in the Village and the Sayward Valley. Insurance premiums reflect the dwelling protection grade established by the Fire Underwriters Survey (FUS). Several factors influence the DPG, including fire department structure and staffing levels, water supplies, fire department access, and pumping apparatus adequacy. The grading ranges from DPG Grade 1- the best possible rating, to DPG Grade 5- little or no organized fire protection. FUS provides a detailed explanation of dwelling protection grades at <https://fireunderwriters.ca/Grading/Dwelling-Protection-Grade>.

The current dwelling protection grades (DPG) for the Village and those areas immediately around the Village are 3A or 3B, with the balance of the Sayward Valley at DPG Grade 5. The DPG 5 assessment will reflect the lack of piped water supplies or approved tanker shuttle operations. It is unclear when the area's Dwelling Protection Grades were last assessed, but it does not appear to be current.

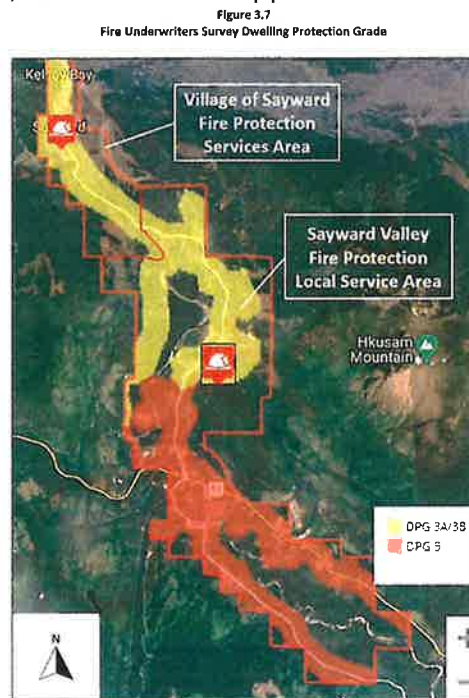


Figure 2: This map shows the current FUS Dwelling Protection Ratings for the Village of Sayward and Sayward Valley. Photo Credit: AEGIS 2021 Fire Protection Review Sayward Valley

The decision to create a stand-alone SRD fire department will potentially impact all residents of the Village and Sayward Valley, currently rated 3A or B. The Village depends on using the SRD's 2007 pumper as part of its available fleet to achieve the



3A/3B grade. Those SRD residents enjoying the 3A/3B rating do so because of their proximity to the Village's fire hydrants, and response time is likely to lower their DPG to 4 or 5, potentially increasing their insurance premiums. Those SRD residents whose properties are rated five will see no change in their fire insurance premiums because this rating is already the lowest possible rating.

The SRD should consult with FUS to get definitive direction on the impacts of decisions on the operational model for fire services in the Sayward Valley.



# 4.0 Work Plan

PRELIMINARY WORK PLAN and SCHEDULE for ESTABLISHING SRD FIRE DEPARTMENT		WEEKS											
		Responsibility											
General Workplan and Sequencing													
<b>PHASE ONE: Seek authority to transition to a stand-alone fire department operated by the Strathcona Regional District.</b>													
Obtain formal approval from the SRD Board to proceed with the proposed service delivery model.		SRD Admin											
Establish project team to oversee transition. Project team to include the Fire Chief or designate.		SRD											
Communicate project information and progress to area First Nations.		SRD											
Develop and deploy project communications policy and plan.		Project Team											
Report on project progress.		Project Team											
<b>PHASE TWO: Develop the governance framework for consideration by the Board and Village Council.</b>													
Develop amendments to the SRD Sayward Valley Fire Protection Service Local Service Area Establishment Bylaw, 1990.		SRD											
Develop a Fire Services Bylaw to create the fire department and set fire regulations for the area.		SRD											
Establish service level policy		SRD											
Authorize acquisition of required firefighting materials and equipment.		SRD											
Notify Village of Sayward of intention to terminate fire protection agreement.		SRD/IFD											
		SRD											
<b>PHASE THREE: Develop an administrative framework for the proposed SRD Sayward fire department.</b>													
Update SRD organizational charts to illustrate fire department reporting and structure.		SRD											
Update SRD policies and procedures related to human resources and fire department operations.		SRD											
Develop on-boarding process to orient fire department to the new organization and policies.		SRD											
Update SRD webpages, Facebook, social media feeds and other external communications systems to reflect changes.		SRD/IFD											
Update permitting processes and approval authorities		SRD											
Update telephone directories		SRD											
Develop fleet management plan for fire department vehicles, equipment		SRD											
Perform facility assessment of SRD fire station related to WorkSafeBC compliance and operational functionality		SRD											
Develop capital and operating budgets for SRD's consideration		SRD											
Align fire service visual imagery with SRD standards and policies		SRD											
		SRD											
<b>PHASE Four: Update agreements and contracts</b>													
Update fire dispatch contract and other service contracts to reflect the new organizational accountabilities		SRD											
Update mutual aid and other regional service agreements		SRD											
<b>PHASE FIVE: Develop reporting methodology</b>													
Develop operating and annual reporting methodologies for Village Council		SRD											



## 5.0 Costing Considerations

### Assumptions:

1. Strathcona Regional District will be the sole owner of all fire protection assets.
2. This exercise seeks to replicate currently available assets to continue the current level of service to SRD residents.
3. There are no hydrants in the SRD fire protection area outside of those available inside the Village of Sayward.
4. The costing assumes equipment like a pressure washer and laundry equipment exists within the building.
5. The SRD will be able to achieve staffing levels of 15 firefighters and a Fire Chief in the Sayward Valley Fire Department.

### Cost Analysis:

**Annual Operating Costs:** **\$90,000**

The operating cost for the department will be similar to the total budget for the current operations, less the operational costs for the Village's fire station.

SRD will need to include capital replacement contributions into annual spending estimates for the fleet, radios, firefighter protective clothing, pumps, rescue equipment and self-contained breathing apparatus.

### Capital and One-time Costs:

- |                                  |   |                  |
|----------------------------------|---|------------------|
| <b>1. Fire Station:</b>          |   | <b>\$250,000</b> |
| a.                               | Fire Station 2 requires upgrades to comply with various operational shortfalls, including exhaust capture, water supplies, etc. The fire station in its current configuration does not meet WorkSafeBC or functional requirements for a fire station. |                  |
| <b>2. Fire Trucks:</b>           |   |                  |
| a.                               | Purchase a used pumper to back up the current 2007 engine   | <b>\$50,000</b>  |
| b.                               | Bush Truck- heavy-duty pickup and skid unit   | <b>\$200,000</b> |
| c.                               | Evaluate the need for specialty vehicles, including: (used)   |                  |
| i.                               | Tender (pumper tender may reduce need for additional engine)  | <b>\$80,000</b>  |
| <b>3. Firefighting Equipment</b> |   |                  |
| a.                               | Firefighter's protective clothing for 15 firefighters plus spares:  |                  |
| i.                               | Turnout jacket and pants @\$3,000 per set x 20  | <b>\$60,000</b>  |
| ii.                              | Helmet @ \$600 x 15   | <b>\$9,000</b>   |
| iii.                             | Gloves @ \$120 per pair x 20  | <b>\$2,400</b>   |
| iv.                              | Boots @ \$250 per pair x 15   | <b>\$3,750</b>   |
| v.                               | Hood @ \$100 x 20   | <b>\$2,000</b>   |
| vi.                              | Wildland Coveralls @ \$400 x 15   | <b>\$6,000</b>   |
| b.                               | Purchase self-contained breathing apparatus   |                  |
| i.                               | 4 sets @\$7,000 each  | <b>\$28,000</b>  |
| ii.                              | 6 spare cylinders   | <b>\$12,000</b>  |



c. Hoses	
i. 38mm handlines x 20 @\$400 per 50-foot length	\$12,000
ii. 75mm supply line x 20 @ \$800 per 50 ft length	\$16,000
iii. Wildland 38mm x 50 foot @ \$150 per 50 ft x 20	\$3,000
iv. Wildland Hose 25mm x 100 foot @ \$200 x 10	\$2,000
d. Nozzles 4 38mm nozzles @\$1500 each	\$6,000
e. Wildland nozzles 38 mm x 4 @ \$25	\$100
f. Wildland nozzles 25mm x 4 @ \$25	\$100
g. Portable pump and firefighting kit x 1	\$5,000
h. Chainsaw	\$1,000
i. Miscellaneous tools and equipment	\$30,000
<b>4. Dispatch and Notification:</b>	
a. Radios:	\$100,000
i. Base Radio for the fire station	
ii. Antennae	
iii. Portable Radios x 15	
iv. Mobile radios for apparatus x 3	
<b>5. Training:</b>	\$15,000
a. Develop and implement a firefighter training program based on Board approved service levels. The training needs to be based on the BC Fire Commissioner's Playbook, and work underway in the SRD can be used to start that process.	
<b>6. Develop administrative controls including:</b>	\$10,000
(this represents a combination of staff time and external resources)	
a. Standard Operational Guidelines (SOGs)	
b. Policies and procedures	
c. Operating and Capital Budgets	
d. Asset management plans	
e. Organizational oversight and organizational chart	
f. Onboarding and volunteer employee management practices	
g. WCB, Insurance,	
<b>7. Transition Costs:</b>	\$25,000
a. Bylaw and agreement development staff costs:	
b. Visual imagery, decals, logos, etc.	
c. Computer and office equipment	
d. Licensing as required for vehicles, etc.	
e. Dispatch services	
f. Radio licensing	
<b>Total Capital and One Time Costs:</b>	<b>\$828,350</b>





## 6.0 Conclusion

The development of a fire department is a significant undertaking requiring careful consideration and analysis. Fire departments operate in a complex legal environment. Standards setting agencies like Fire Underwriters Survey (FUS) provide direction on apparatus and staffing levels. WorkSafeBC addresses competency and worker safety, and the BC Office of the Fire Commissioner guides minimum training requirements for firefighting and leadership. These agencies reflect industry best practices captured in internationally accepted standards like those developed by the National Fire Protection Association.

Volunteer recruitment and retention is the biggest challenge of all. Fire departments across the SRD are struggling to achieve adequate staffing levels. Rigorous recruitment and creative retention programs will be necessary to ensure the viability of the volunteer fire service, whether a stand-alone SRD operation or some regionally delivered service model. The implantation and costing plan refers to these programs, recognizing that they must be part of a permanent work plan for the SRD.

Some portions of the implementation plan will extend beyond the transition. The development of operational policies, procedures and guidelines is a long-term exercise due to the fluid nature of emerging technology and training standards. The development of a training standard has not been included in the transition workplan but will be an essential consideration for the SRD moving forward. Training requirements will depend on the service levels of each jurisdiction.

FireWise is grateful for the opportunity to work with the Strathcona Regional District on this vital work.

Respectfully,



Ernie Polsom,  
FireWise Consulting







## STAFF REPORT

**For:** Mayor and Council  
**From:** Keir Gervais, CAO  
**Subject:** **Community to Community Forum with We Wai Kai First Nation and Wei Wai Kum First Nation**  
**Meeting date:** December 5, 2023

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### BACKGROUND

At the April 18, 2023 council meeting the following resolution was passed:

**MOTION R23/102**  
**MOVED AND SECONDED**

THAT Council receive the UBCM Community to Community Forum (C2C) Grant staff report for information and discussion; and,

THAT staff be directed to begin building relations with counterparts at K'omoks First Nations, We Wai Kai First Nation, and Wei Wai Kum First Nations and ultimately determine if C2C Forum opportunities with each First Nation is possible.

**CARRIED**

At the August 15, 2023 council meeting the following resolution was passed:

**MOTION R23/102**  
**MOVED AND SECONDED**

THAT Council receive the UBCM Community to Community (C2C) Program Grant Application staff report for information and discussion; and,

THAT Council authorize staff to apply to receive the UBCM Community to Community (C2C) Program September 1, 2023 intake for an amount up to \$20,000; and,

THAT the Village of Sayward agrees to provide overall grant management; and,

THAT Staff engage with the First Nations to set firm dates and agendas for a series of forums in late 2023 and 2024.

Opposed Cllr Tinsley

**CARRIED**

### DISCUSSION

The goal of the C2C program is increased understanding and improved overall relations between First Nations and local governments. One way the Program supports this goal is to fund *forums* that support dialogue to build relationships, support reconciliation efforts, resolve issues of

common responsibility, interest or concern, and/or to advance tangible outcomes. The UBCM C2C Program provides up to \$10,000 for forums. Staff worked with staff from We Wai Kai First Nation and Wei Wai Kum First Nation to develop an application to the UBCM C2C Program grant for three forum 'events', which are summarized below. In October the Village was informed that its application is approved.

### **Event #1: Reconciliation & Relationship Building - Ethnohistory Presentation**

*Date: Fall 2023*

*Format: The first event planned is an Ligwítaxw Ethnohistory presentation by Dr. Cullon to Village of Sayward Mayor & Council and senior staff. This event will be jointly hosted by We Wai Kai First Nation and Wei Wai Kum First Nation at an appropriate venue in Campbell River. We Wai Kai and Wei Wai Kum are part of the broader Ligwítaxw people.*

*Relationships are essential to reconciliation. In order to build and advance relationships with local First Nations, local government staff and elected officials require foundational knowledge of the historical and present-day issues that impact Indigenous peoples. Education can then move to understanding Indigenous self-government, constitutional and political issues, cross-cultural perspectives, the United Nations Declaration on the Rights of Indigenous Peoples Act (UNDRIP) and the Declaration on the Rights of Indigenous Peoples Act (DRIPA). Participating in education and training improves cultural agility and supports elected officials and staff to gain the tools and knowledge to engage and work effectively with First Nations people and governments. Ongoing cultural awareness training builds upon existing knowledge and is essential for individuals to gain further skills and confidence in building effective Indigenous relations. The Village of Sayward consists partly of newly elected officials and new staff who have not participated cultural training with We Wai Kai First Nation Chief & Council and senior staff and Wei Wai Kum First Nation Chief & Council and senior staff, and elected officials and staff have different knowledge levels regarding these topics.*

*The Ethnohistory presentation focuses on the building understanding of Ligwítaxw rights and title, building understanding of rights and title in the Sayward area/Salmon River Valley. This will be a presentation with much time and space for questions and dialogue both during and after the presentation.*

### **Event #2: Reconciliation & Relationship Building Continued - "Who are the Ligwítaxw Peoples?"**

*Date: Spring 2024*

*The first meeting between councils focused on the Ethnohistory presentation, to broaden understandings of rights and title. This second presentation will focus on Ligwítaxw composition, culture, laws, etc. to build a broader understanding of the Ligwítaxw people and culture generally. This will be a workshop style event with time and space for questions and dialogue.*

### **Event #3: Reconciliation & Relationship Building Continued - "Treaty 101"**

*Date: Spring/Summer 2024*

*Participants: Village of Sayward Mayor & Council and senior staff, We Wai Kai First Nation senior staff, Wei Wai Kum First Nation senior staff.*

*Facilitator: Dr. Deidre Cullon and Chief Negotiators*

*Treaty is a complex issue that will alter the relationship between Indigenous people and the Crown. This presentation will review the various forms of negotiations that are taking place or could take place over the Sayward/Salmon River region. This includes building a broader understanding of Comprehensive Claims ("Treaty") and Specific Claims. This will be a workshop style event with time and space for questions and dialogue.*

The respective staffs are now planning next steps - to bring Village and First Nation's representatives together for the *forum* events, and staff requires Council's input regarding its collective availability on the following proposed dates:

- **Event #1: Ethnohistory Presentation - January 30 or 31**
- **Event #2: "Who are the Laich-Kwil-Tach People?" - March 19 or 20**
- **Event #3: Reconciliation & Relationship Building Continued - Treaty 101 - April 30, May 1 or 2**

### **STAFF RECOMMENDATIONS**

THAT Council receives the Community to Community Forum with We Wai Kai First Nation and Wei Wai Kum First Nation report for discussion,

THAT Council inform staff which of the proposed *forum* event dates it will attend; and,

THAT Council direct staff to schedule the *forum* events with We Wai Kai First Nation and Wei Wai Kum First Nation.

Respectfully submitted,



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Keir Gervais, CAO



## STAFF REPORT

**For:** Mayor and Council  
**From:** Keir Gervais, CAO  
**Subject:** 2024 Regular Council Meeting Schedule  
**Meeting date:** December 5, 2023

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### BACKGROUND

Pursuant to Section 127 (1) of the *Community Charter* a Council must:

- a) make available to the public a schedule of the date, time and place of regular council meetings, and,
- b) give notice of the availability of the schedule in accordance with section 94 [*public notice*] at least once a year.

### DISCUSSION

Staff have prepared a 2024 Regular Council Meeting Schedule for Council's review and approval. Staff will note that Council usually varies the schedule for the summer, and in keeping with past practices, staff suggest one meeting each month for July and August, both on the third Tuesday. Also, the second meeting in September has been moved to the 4<sup>th</sup> Tuesday in order to accommodate members attending UBCM in the third week of September.

### STAFF RECOMMENDATIONS

THAT Council approves the attached 2024 Regular Council Meeting Schedule as presented noting that the July, August and September meetings are varied from Council Procedure Bylaw No. 416, 2015.

Respectfully submitted,

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Keir Gervais, CAO

Attachments:

- **2024 Regular Council Meeting Schedule**



# Village of Sayward

## Notice of Regular Council Meetings

The Village of Sayward Regular Council Meetings for the year 2024 will held in Council Chambers located at 652 H'Kusam Way at 7:00 PM on the following dates:

January	Tuesday	2
January	Tuesday	16
February	Tuesday	6
February	Tuesday	20
March	Tuesday	5
March	Tuesday	19
April	Tuesday	2
April	Tuesday	16
May	Tuesday	7
May	Tuesday	21
June	Tuesday	4
June	Tuesday	18
July	Tuesday	16
August	Tuesday	20
September	Tuesday	3
September	Tuesday	24
October	Tuesday	1
October	Tuesday	15
November	Tuesday	5
November	Tuesday	19
December	Tuesday	3
December	Tuesday	17

### Notes:

1. LGLA Elected Officials Series – AVICC Session April 12-14 in Victoria
2. AVICC Convention 2024, April 12-14 in Victoria
3. UBCM Convention 2024, September 16-20 in Vancouver



## STAFF REPORT

**For:** CAO, Mayor & Council  
**Prepared by:** Michelle Davis, Recreation Manager  
**Subject:** **Kelsey Recreation Centre Report - October 2023**  
**Meeting date:** December 5, 2023

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This report summarizes the various activities of the Recreation Centre for October 2023.

### Special Events:

- Folk Music Concert: October 15<sup>th</sup>
- Community Luncheon: October 4<sup>th</sup> & October 18<sup>th</sup>
- Centre Closure's October 2<sup>nd</sup> & October 9<sup>th</sup>
- 5-week Registered Vinyasa Yoga Class Program Fee Waived for seniors over 55+ 14 Registered participants
- Parent & Tot Spooky Halloween Party October 30<sup>th</sup>
- Kelsey Centre Haunted House October 31<sup>st</sup> 5:00 – 8:00pm

### Grants:

- Plan H Grant Community Connectedness Grant \$5000, Cover Yoga program fees, Drop-in Social Group Fees, Crafting Program fees and supplies. 50's 50+ Dance

### Donations:

- Currently seeking out cash donations & silent auction items for funding our Teen Program.
- We currently have 17 silent auction items and 14 cash donations.
- Silent auction will be held at the Kelsey Centre November 28<sup>th</sup> till December 8<sup>th</sup>.
- Wewaikum First Nations Gallery donated a Hummingbird Carving retailed at \$1400.00, we will be selling raffle tickets.

### Pool:

- Swim Lessons every Monday, Wednesday, Friday
- Pool Rental Comox Valley Ocean Fix Dive School: October 16<sup>th</sup> & 18<sup>th</sup>
- Sayward School Rental every Wednesday from 1:00pm – 2:00pm
- Mermaid Swim 4:45 – 7:00pm

### After School Program:

- Average 10-14 kids every Monday, Wednesday, Friday
- Pro d camps October 20<sup>th</sup> November 1<sup>st</sup>



**Teen Program:**

- Teen Night Friday's
- Teen Movie Night, Glow Swim, Pumpkin Carving
- Average 10- 15 teens

**Increasing Facility Hours Beginning November 5<sup>th</sup>**

- Open Sundays 1:00pm – 5:00pm
- New Facility Hours: Increased 7 hours for November
- Positive Feedback from the community about increased hours

**October Stats:**

- **Aerobics**  
Total Patrons: 30
  - Townsite: 20
  - Valley: 10
- **After School Program**  
No ASP OCT 20<sup>th</sup>  
Total Patrons: 117
  - Townsite: 20
  - Valley: 97
- **Weight Room**
  - Total Patrons: 14
  - Townsite:
  - Valley: 14
- **Pool**  
Closed Oct 2 & 9<sup>th</sup>
  - Total Patrons 266
  - Townsite: N/A
  - Valley: N/A
- **Seniors Social (free Program)**
  - Total Patrons: 0
  - Townsite: 0
  - Valley: 0
- **Carpet Bowling: (Free Program)**
  - Total Patrons: 56
  - Townsite: N/A
  - Valley: N/A
- **Yoga**
  - Total Patrons: 14
  - Townsite 8
  - Valley 6
- **Teen Night**
  - Total Patrons: 52
  - Townsite: 18
  - Valley: 34
- **Pro D Day Camps**  
**Oct 20**
  - Total Patrons: 14
  - Townsite: 2
  - Valley: 12
- **Swim Lessons Ages 4months – 13yrs**
  - Total Patrons: 25
  - Townsite: 4
  - Village: 21
- **Folk Music Concession Sales**
  - Oct 15<sup>th</sup> \$ 24.00

**Special Events Coming in November 2023:**

- Pro D Day Camp November 1<sup>st</sup> 2:00-4:00pm
- Teens Crossroads Customer Appreciation Day November 10<sup>th</sup>
- Teens Henna Art November 17<sup>th</sup> 6:00 – 8:00 pm (Instructor Amy Lousie )
- Folk Music Concert: Nov 12
- Pal Firearms Course November 18,19<sup>th</sup>
- Island Health Vaccine Clinic November 21<sup>st</sup>
- Table Top Games with Alex November 25<sup>th</sup> 1:00 – 5:00pm (Intro to American Civil War)
- 50's 50+ Dance and Social November 28<sup>th</sup> 6:00-9:00pm